

RUSHDEN PERMANENT ALLOTMENT AND SMALL HOLDING SOCIETY LIMITED

Registered under the Co-operative and Community Benefit Societies Act 2014.

Register no. 3126R

E-mail rushdenallotments@hotmail.co.uk

Minutes of the Management Committee Meeting Held on Wednesday 16th December 2020 at Grafton Road Rushden

The Chairman opened the meeting at 7:00pm

Present:

Russell Jarvis	RJ	Dave Flook	DF	Ray Mc Donnell	RM
Anita Jarvis	AJ	Mark Cox	MC	Pasq Di Salvo	PD
Peter Swindley	PS	Pam Clark	PC	Shane Webster	SW
Anita Medlock	AM				

Apologies:

Dave Craker, Alan Martin

1. Minutes from Previous Meeting

2 members of the committee (AM and PC) would not sign off previous committee minutes. Both stated that the minutes have "got to be written properly".

2. Actions From Previous Meeting

Date matter arose	Subject	Action required	Action taken	Completed by/date
21/10/2020	Troidos investment	To look for alternatives 18/11/2020 AVM to investigate Aldermore's credentials	18/11/2020 RJ found Aldermore offering 0.75% for 12months 16/12/20 – Action carried forward as AVM absent	Carried Forward
04/11/2020	Tractor Log	Field stewards to create inventory of all equipment. To create Log for maintenance, service and vehicle check lists 18/11/2020 AB to create 4 x folders to hand out at next meeting	Folders created for Field Stewards to record Equipment use. DF issued with WR's.	Complete
04/11/2020	Tractor shed	PC to arrange inspection of shed	PC has had a builder, Owen Sexton, to check the garage. Report from inspection to follow to follow from PC PC feels that the garage cost was a lot of money.	Further actions

			<p>PC stated that there should be exemption letters for building regs. PC feels that there are “questions to be answered”</p> <p>PC asked why the asbestos from the roof had not been removed when the asbestos was removed from all the fields, PC stated that the removal project was after the garage had been built.</p> <p>RJ stated that the asbestos was removed from the fields before the garage was built. PC disagreed. RJ will check and report at next meeting.</p> <p>MC has a quote of £80 for a surveyor to inspect the garage. He could not provide his name.</p> <p>If we are to have a surveyor to inspect then 3 quotes are required</p>	
04/11/2020	Keys/locks for shop and tractor shed	RJ and DF to buy 2 locks each	<p><u>Grafton Road Store</u> MC has fitted a “temporary” lock to Main store. Now 2 Key holders have to be present to gain entry. Official Lock to purchased from Society locksmith</p> <p><u>Tractor Shed</u> See 9.12 below</p>	Further actions
04/11/2020	Keys for fields	<p>DF to organise spare keys for WR</p> <p>RJ to organise keys for BR and HR</p> <p>18/11/2020 AVM would also like keys to fields</p>	<p>MC did not like “key acceptance form for signing”</p> <p>More amendments to be done – Add keys must not be copied</p>	Further actions
04/11/2020	Products for the shop	RJ to find out prices of plug plants	<p>18/11/2020 PC may go to Brittons</p> <p>16/12/20 Carried Forward</p>	Carried Forward
04/11/2020	Products for the shop	MC find out if stable hire give discounted tool hire	<p><u>Stable Hire</u> MC Reported that Stable Hire would give a discount to allotment holders for hiring of items. No set discount reported. MC had spoken to John Warner.</p> <p><u>Kings Tools</u> MC reported that Kings tools would give a discount. No set discount. MC had spoken to Chris (no surname known)</p>	Complete

3. Secretary's Report and Correspondence

Letter from AB resigning from coming to meetings.

- Agreed for AB to continue to act as membership secretary. Advert to be done for a minute secretary.

28 Emails from members regarding receiving seed order

6 emails from MSN and Microsoft store

3 emails from members acknowledging receipt of reply from Secretary from last meeting

1 email from a person on waiting list indicating still interested in a plot

Gloria Wright – Giving up plot 18

350 plus email from committee members

- RJ stated that was too many emails on too many subjects between meetings.
 - RJ reminded the members of the committee that only discussions and voting that have taken place in a committee meeting are recorded.
 - If anyone starts a conversation (by email or other means) it is their responsibility to have it added to the agenda as item when agenda items requested for the meeting. That way it will be properly recorded in the minutes for the members to see.
- PC still wants email communication between meeting
- AJ requested that discussed items should be in the minutes for the members to see the issues.
- PC proposed that there is a “committee facebook” page.
Proposed PC 2nd MC For 7 Against 2
 - It was pointed out that not all members of the committee are on facebook (and email) and therefore they would be excluded.
- PC proposed that voting on issues outside of meetings via email should be allowed
Proposed PC 2nd MC For 3 Against 5 Abstained 1
All voting on proposals will only done in a meeting.

4. Warning letters

Warning Letters							
Name	Field	Polite letter sent	Outcome	1 st letter sent	Outcome	2 nd letter sent	Outcome
	HR			25/06/20	Email reply received 29/06/2020		
	WR			03/10/20	07/10/2020 Emailed to say wants to stay 21/10/2020 emailed, clearing one plot 02/11/2020 emailed self isolating AB to email to find out if giving up		Giving up 1 plot

					one plot		
	WR	Request ed 18/11/20	No response Send 1 st letter				
	BR	Request ed 18/11/20	No response				

5. **Treasurer's Report**

- HSBC bank balance £602.88
- Paid Anglian water bills for BR and HR
- Paid wages for AB and PDS
- Asked to move £1000 from Deposit to current account at HSBC
- Annual insurance is due - £532.55

DF asked if he was on the mandate.

6. **Field Reports**

Highfield Road

There has been numerous poultry killed in the last month.

Members who have poultry have requested if the society could purchase a humane fox trap.

If the fox is caught one member has offered to remove and relocate.

Cost of trap is £45 to £60

Committee did not want one purchased. A member was suggested who may have one that could be borrowed or contact the "fox rescue" in Wellingborough Road.

Washbrook Road

Polite letter for Member

Bedford Road

Grafton Road /Small Holding

7. **Store**

Reopening 5th February

RJ requested to place order for more stock.

8. **Health and Safety**

9. **Any Other Business**

9.1 **Prevention of AGM and Year End Account notification to Members**

This has to be sent to the members, It was stopped by a majority of the committee from being sent to the members including the year end accounts. It was discussed at the September and October meeting to delay the AGM.

To keep the rent at £2.50 as the rent is due prior to when we are likely to be able to hold an AGM. The members agree any changes to the rent.

Proposed DF 2nd RJ All agreed

9.2 Prevention of SGM notification to Members

The notification of the SGM was stopped by a majority of the committee from being sent to the members

SGM should have been notified to the members within 14 days of receipt of the request by the Secretary. It was brought to the committee first out of politeness.

Extract from Rule book

A Special General Meeting may be called by any 3 of the Management Committee or whenever 30 members so request one in writing to the Secretary. The Secretary has 14 days to convene such a special meeting and if this is not achieved, the members may arrange the special meeting giving at least 7 days notice.

The committee did not want RJ to send out the email notification. AB will be asked if she would do it.

DF stated that he feels that we should not be going to the members with the SGM SW suggested that there is a separate meeting of just the committee. DF said he would 2nd.

RJ stated he would not attend and would only answer to the members.

9.3 Data Breach (Access to Historic Records)

PC requested details from PDS prior to him taking up the post of treasurer. He had access to the data as he was “learning” the job.

The request was done without the knowledge of the committee, the request had not been brought to a committee meeting.

Permission for the individuals whose data was passed on had not been sought. They are currently unaware that their data has been passed on.

.

This has been reported to the ICO for advice if this had been a breach of personal data.

The actions they have instructed that now have to be done are:-

- PC & PDS have to write a letter that states that they have destroyed the document that contains the shared data. They also have to state who they have shared this data with or not. If they have shared the data with others, those individuals will also have to write a letter.
- Inform those whose data has been shared and to inform them how they may complain to the ICO.
- For the time being all access to personal data has to be more restrictive.
- Document what has happened, action taken, actions/procedure change to prevent from reoccurrence (may have to include training).

PC stated that she did not agree that it was a data breach of personal data and would not destroy the data she has.

9.4 Society Investment Accounts

Alan Martin had requested details of the Society's investment accounts
RJ reported the who and values that the Society has funds with, as reported in the year end accounts.

United Bank value at year end £81296

Triodos Bank Value at year end £63686

Reinvestment of Triodos Funds (current investment reached end date, reported in October and November Meeting). – will be discussed at the next meeting that AVM attends.

9.5 Why is the Chairman being locked out of Society Buildings ?

RJ stated that no chairman has ever been "locked out" of the main building before. To gain entry he now has to arrange for someone else to be available.

MC said this was security reasons as stock had gone missing.

RJ pointed out that since RJ had reported the missing stock in October 2019's meeting we had not lost any stock from Grafton Road.

PC stated this was for Health and Safety reasons and did not want RJ entering the Main store or Tractor garage alone.

RJ pointed out that AJ always drove him to Grafton Road to get the Tractor out. I am not on my own.

RJ feels this will disrupt the operation of the Society.

9.6 Vacancy for minute secretary

An advert will be issued to the members.

9.7 Electricity supplier contract expiring

Our contract with current supply is about to expire.

Another supplier is cheaper. PDS to arrange to swop suppliers.

9.8 BR Road

PC stated that the road repairs at Bedford Road were of a poor quality and she had photographs to prove the members had done a poor job.

9.9 Working Parties & Documentation

Not discussed as AVM absent.

9.10 Paperwork for Tractor Shed

AM had requested to see the quote for the tractor garage

The Garage build cost £15180

Committee members claimed that they did not see the quote.

RJ asked what is the "end goal" for the tractor shed inspection?

9.11 Unfair Advantage relating to emails and accounts

Not discussed

9.12 Access to tractor shed

MC wants new locks installed to tractor garage so RJ can not entered on his own.

RJ could not understand why MC wanted to change locks at the expense to the Society when there was nothing wrong with the current locks.

MC said that if RJ did not allow the keys to the Garage to be split up he would add another hasp and padlock to the door preventing RJ from entering.

RJ gave the reasons why we only have one set of keys

- In the old Tractor Garage the following malicious damage occurred
 - Chains on topper disconnected
 - Liquid added to the oils sump of the rotorvator
 - Top link stolen from tractor
 - A tractor tyre let done
 - Diesel stolen.
- Police advice was to change the locks and ensure that only one set of keys were in circulation.
- There was obviously someone else in the Society that had an issue with the tractor being used for the benefit of the members and had a second set of keys.
- I will always adhere to Police advice.
- Since adhering to Police advice no more issues of equipment being “sabotaged”

Meeting Closed 10:02

Date of next meeting Wednesday 20th January 2021 at 7:00pm

Action points Meeting 16th December 2020		
Subject	Action required	Who
Lock for Grafton Road Store	New lock to be purchased from Society locksmith	
Asbestos Removal	Check and report dates of asbestos removal from allotment fields	RJ
Garage Inspection	Report from inspection to follow	PC
Garage Inspection	Name required for surveyor who provide quote to MC	MC
Garage Inspection	3 Quotes from Surveyor's required	
Key acceptance form	More amendments to be done – Add keys must not be copied	RJ
Plug Plants for Shop	Visit to Britton in new Year	
Data Breach	Inform those whose data has been shared	RJ
1 st letter	Peter Przybsz	RJ
Polite letter	Ileana Sasu	RJ
CCTV	SW to investigate	SW

Rushden Permanent Allotment and Small Holdings Society Limited					
Income and Expenditure Account					
Expenditure			Income		
Anglian Water	729.56		Annual Rents	-	
BR		491.19	New Rents	29.25	
GR		-	Floats for stores and rent day		
HR		238.37	Stores Sales	270.30	
WR		-	BR		89.40
Hay		-	GR		137.40
Printing, Stationary and Postage	-		HR		-
Floats for stores and rent day	-		WR		43.50
Stores Purchases	1,091.40		Ploughing, rotavating, topping	-	
Field Hours £	-		Rent card / website sponsorship	-	
BR		-	Donations from members	-	
GR		-	Machinery/accessory sales	-	
HR		-	Replacement/Additional key	-	
WR		-	Sales of pre-loved & ex stock	-	
Field Machinery (Fuel)	-		Seed Orders	-	
BR		-	Brittons Potatoes	-	
GR		-	Misc Income	-	
HR		-	Transfers from deposit accounts	-	
WR		-	Assoc. Mems	-	
Official documents, etc	-		P in the P - Rushden Council	-	
Tractor Fuel	-		Wayleave Consent - WPower	-	
Locks and Keys	-		Socials	-	
BR		-	Water Licence	-	
GR		-			
HR		-			
WR		-			
Field / Property Maintenance	-				
BR		-		-	
GR		-			
HR		-			
WR		-			
Website / Publicity	-				
Professional Fees (accounts,etc)	936.00				
Gifts / rewards / donations	-				
Equip't Repairs & Servicing	36.00				
Insurance and Safety	-				
Hire of halls and refreshments	-				
Equipment purchases	-				
Field Steward rewards	-				
E.ON	8.00				
Officer (Sec/Tres) payments	642.32				
Tax - HMRC Corp. & FCA	35.00				
Key and share returns / refunds	-				
Grafton Rd - refreshments	-				
Party in the Park Talk / hall / raffle	-				
Payment to Kings Seeds (orders)	-				
Britton's Potatoes	-				
Good gardening rewards	-				
Bank charges	-				
Transfer To Deposit	-				
Misc Exp	-				
Short	-				
	3,478.28			299.55	
Income over Expenditure	- 3,178.73				
	299.55				
Balance as at 7/12/20					
Income and Expenditure Account at 31/10/20					
			Cash with Cashier		
HSBC Current Account	3,781.61		HSBC Current Account	602.88	Current Bank
Cash	-		Cash	-	
Floats	90.00		Floats	90.00	
Income over Expenditure	- 3,178.73				
	£692.88			£692.88	
			Investment Accounts:	£174,308.43	