

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

Field Minutes of the Management Committee Meeting Wednesday 15th July 2020

The chairman opened the meeting at 7pm

Present:

Russell Jarvis	RJ	Dave Flook	DF
Anita Jarvis	AJ	Anita Medlock	AM
Mark Cox	MC	Keith Jackson	KJ
Shane Webster	SW	Angela Ballarano	AB

Apologies:

Dave Craker	DC
Pam Clark	PC
Peter Swindley	PS

The minutes for June 17th 2020 discussed and agreed.

Proposed RJ
Second DF
All Agreed

Action points Meeting June 17th 2020		
Subject	Action required	Action Taken
Treasurers Report		
Secretary's report and Correspondence		
Field Reports Bedford Road	Committee members to look at areas requiring road repairs at HR and BR	29/6/2020 visit to BR attended. Agreed requirement over 100 tonnes of plainings required
	Complaint letter from Bedford Road member	Still to be resolved
Washbrook Road	WR member to return 20 pole of his land	Agreed that we would credit him £1.50 per pole. Paper work completed now.
AOB	Advertise for Treasurer position	Advert placed 18/06/2020

Secretary's Report and Correspondence

19/06/2020 to 13/07/2020

1. 24/06/2020 Bedford Road member complaint.
2. 19/06/2020 Bedford Road member - complaint about the Societies email procedure and use of the Societies name on documents - **It was agreed that all receipts to be stamped with the Societies details**

3. 28/06/2020 / 03/07/2020 Bedford Road member- emails complaining of width of road/ damaged car - the area of road in question has been cleared and widened, no further action was suggested.

4. 03/07/2020. Bedford Road member - Sizes of plots at Bedford rd need remeasuring? - It was agreed that it would be a very costly and time consuming job to do. There is no intention to remeasure plots at the moment. It should be noted that paths belonging to each plot should be included in the measurement calculation.

5.Permissions

02/07/2020 / 03/07/2020 - fruit cage request 32ft x 15ft x 6.6ft. BR

02/7/2020. - hosepipe licence request. HR

02/7/2020 - hose pipe licence, second poly tunnel 4mx 2m request. HR

05/07/2020 - shed request 73 WR

07/07/2020 - shed request 8x6 or 7x5 BR

13/07/2020 - greenhouse request 3m x 5m shed request 2m x2m. WR

All permissions agreed

6. 24/06/2020 HSBC acknowledgement of complaint from RJ

7. 30/6/2020 road plainings delivery of a full load @ £17 per tonne agreed - Free webbing had been offered to us by the supplier, which we have accepted. It was suggested that 100 tonne be ordered. Delivery to be coincided with Scoop and roller hire.

8. Two applications for the position of Society Treasurer It was agreed to arrange interviews with both applicants on the 28th July at 7pm and 8pm.

Washbrook Road member - an interview has been arranged for 7pm on 28th July at Grafton Road.

Bedford Road member - Member withdrew his application by email on 17th July as he noted he had not been a member of the Society for the required two years.

Items carried forward from last months meeting:

- Access has been requested to the societies email account by all committee members by MC, PS,, DF & RM. Data protection should be considered. AB to forward emails to committee members for them to see. A separate email account for Committee members has been set up to forward emails to.
- 02/06/2020 MC requested that the email discussion was added to the minutes regarding email access by all committee members as above
- Covid situation - to carry over to next meeting as was PC's item to discuss
- Communications – as above
- Clarify people's positions and responsibilities as above
- Security/Alarms as above
- Bank account - DF required to go to Barclays Bank with ID
- Use of tractor log - a log of all equipment is to be made (MC) including tractor, mower, strimmer

- Costing of tractor - MC suggested that a van would be cheaper to use rather than the tractor in some instances. RJ said that the tractor was not costly to use. It was also suggested that transporting heavy stock could damage a van.
- Tractor shed - Guttering needs replacing/repairing – was not discussed
- Explanation about going to Bedford Road - was not discussed
- Keys to all fields and two keys for shop/tractor shed/safe – was not discussed
- Mask for DF strummer - carry over to next meeting
- Ride on mower for DF - carry over to next meeting

Any other Business:

Use and regulation of the Tractor

A very heated discussion ensued between RJ, MC, AJ, AM and DF regarding the incident on the 25th June 2020 at Grafton Rd involving use of the tractor.

An agreement could not be made as to what exactly happened, with contradicting opinions as to the full events.

The incident was reported to the police and RJ issued a report to add to the Health and Safety folder with a copy of the email from MC.

MC requested to see the Tractor insurance details and any training certificates

It was pointed out that Health and Safety requires only two people to take deliveries. This has apparently also not happened on other occasions.

At one point during the discussion it was suggested that the committee as a whole should be disbanded and put to the members to re-vote for committee members

Treasurers Report - July

- Water bills have been paid this month, Washbrook Road £426.43
 - Hours for AB and RJ paid
 - MC has £80 from the Society to pay for the 2nd load of road plainings for Washbrook Road – Awaiting Receipt
 - Bank have given us £200 compensation for not changing all the addresses and names on file. The Society was initially at fault for not updating the names and addresses with the Bank, when the Bank was told they did not complete task.
 - “Safeguard Review” – This was quite detailed, areas they required information given at last meeting
- The bank questioned if we had receipts for all our transactions, mainly around cash in. An area that we may need to address.
- Also, how and where does our income come from?

Field Reports

Highfield Road

-

Washbrook Road

- DF requested a £5 award voucher be sent to WR member

Bedford Road

-

Grafton Road /Small Holding

-

Health and Safety

- See details above regarding tractor use and incidence

Any Other Business

Meeting Closed 21.00

Date of next meeting Wednesday 19th August 2020

Signed _____

Counter signed _____

Date _____