

## RUSHDEN PERMANENT ALLOTMENT AND SMALL HOLDING SOCIETY LIMITED

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

Register no. 3126R

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### Field Minutes of the Management Committee Meeting Held on Monday 5 December 2022

The Chairman opened the meeting at 7.36pm

#### **Present:**

Russell Jarvis	RJ (Chair)	Dave Flook	DF (Vice Chair)
Pasq Di Salvo	PDS (Treasurer)		
Anita Medlock	AM	Mark Cox	MC
Shane Webster	SW	John Lowe	JL
Anita Jarvis	AJ	Peter Swindley	PS

Jayne Evans (minute secretary)

#### **Apologies:**

Peter Wright PW

#### **1. Minutes from Previous Meeting**

All agreed – proposed JL seconded SW

#### **2. Actions From Previous Meeting**

No colour = new action this meeting/action from previous meeting modified

**Red** = action not started

**Amber** = action in progress/carry forwards (WIP/CF)

**Green** = action completed (COM)

Date matter arose	Subject	Action required	Action taken	WHO	status
17/10/22	Water Station updating WR	Quote provided at a maximum estimate of £120 per station. Voted and passed by majority of committee	MC to carryout the work and update the committee at the next meeting	MC	WIP
14/11/22	Information about change of fees	People on the waiting list to be advised about the change in fees (related to the clear up fee)	Include the new information about one year's rent plus £50 cautionary fee and remove the requirement for two year's rent	RJ / AB	COM
14/11/22	Website change	To change the details of the fees on the Society Website	The website has been updated	RJ	COM
14/11/22	Addition to small holding waiting list	To add Darren Pedlar to the Small holding waiting list	Name has been added to waiting list	RJ	COM

#### **Discussion record**

##### **Water Station updating on Washbrook Rd**

Previous action 17/10/22 - MC to update / replace water system and stations on WR field up to a maximum of £120 per station. MC updated the committee and as the weather has been very wet and cold over the past few weeks, it has not been possible to carryout any of the work.

***Agreed/update on Action 05/12/22 – work will be carried out when the weather is suitable***

#### **Secretary's Report and Correspondence**

##### **3.1 Permission Requests**

Item No	Date	Field	Members	Details of Request	Outcome
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No permissions requested this month.

##### **3.2 Correspondence**

Item No	Date	Field	Member	Details of Correspondence
1	24/11/22	-	-	Water Regulator, Anglian Water - Notice of Water Regulations

**Details of correspondence**

Water inspectors entered the WR field on 24 November to inspect the water system. No email was received by RJ to inform him that the inspectors intended to visit the Society's fields. A compliance certificate was received with a reminder if work needs to be carried out, the Society will need to inform Anglian Water. It is not clear if this includes the repair/update of the water stations. None of the other fields were inspected. RJ will speak to the inspectors when they visit the other fields about the work planned on the WR field.

**4.0 Member's Secretary Report – new members and leavers**

No new members or leavers in November.

Number on list (as of 01/12/22)	Date of longest on list
73	Sept 2021

**5.0 Bad Cultivation Warning letters (all actions updated on 05/12/2022 and may be the same as the previous meeting)**

Warning Letters							
Name	Field	Polite letter Sent	Outcome	1 <sup>st</sup> letter sent	Outcome	2 <sup>nd</sup> letter sent	Outcome
	HR	19/05 /22	keep monitoring until the beginning of the season 2023				
	HR	18/07 /22	To keep monitoring	15/08/22	No real difference so monitor for 1 more month	26/09 /22	
	HR	15/08 /22	Crops have been planted- to continue to monitor				
	WR			16/08/22	Has done some work – to be monitored		
	WR			16/08/22	Continue to monitor		
	WR			16/08/22	Has cleared plot but nothing planted – to monitor		
	WR			16/08/22	Has not been to field – requires 2 <sup>nd</sup> letter	27/09 /22	DF- has not had the key returned. Needs strong email
	WR		To continue to monitor				
	WR		To continue to monitor				
	WR		Needs 1st letter	17/10/22	Needs second letter. As member had started to tidy up immediately after the meeting so letter not issued. To be monitored.		
	84b WR	27/09 /22	Has moved home – to continue to monitor				

**6.0 Treasure's report****INCOME:**

Store sales added: GR £0  
WR £ 97.50  
BR £ 11.00  
HR £ 0

**SIGNIFICANT EXPENDITURE:** The accountant firm, Denton Tavarra, have returned the accounts and the invoice has been paid £1008.00. A copy of the accounts will be sent out to the committee members.

**Latest Bank Account Balances:**

05/12/2022

V1

Jayne Evans Minute secretary

HSBC Community Account £577.95 (as per Treasurers Report appendix 1)

**Investment Accounts: Breakdown**

HSBC Business Money £ 6,008.18

Barclays Premium Account £18,916.83

Redwood Account £63,730.00

United Bank £81,295.58

**Total in Investment a/c £169,950.95** (as per Treasurers Report appendix 1)

**7. Field Reports**

7.1. Highfield Road

5 members turned up and planted the trees provided by the Woodland Trust as part of the Queen's Green Canopy. JL wishes to extend his thanks to the volunteers. When the weather improves, the volunteers will prepare the pond area.

7.2. Washbrook Road

Nothing to report

7.3. Bedford Road

Nothing to report

7.4. Grafton Road /Small Holding

Nothing to report

**8. Store**

There is some money that RJ is still to bank. The profit for this financial year to date is £51.

**9. Health and Safety**

Nothing to Report

**10.1 Items submitted prior to meeting**

none

**10.2 Items bought up at meeting**

10.2.1 Cautionary fee

After consideration, it has been decided that the Field Stewards should use their discretion with regards to the cautionary fee if they are renting out a very small plot (less than 3 poles). PDS will be putting the cautionary fee and the key money on a separate line.

10.2.2 Election of Committee Members

Up for election at the AGM in February 2023 – Vice Chair and 4 committee members (there should be a total of 11 Committee Members when the Committee is fully complete).

10.2.3 Rent – price per pole

Discussion about the rent price per pole took place. PDS to look at the budget and a decision will be made at the next meeting in readiness for the AGM. The rate has been £2.50 per pole for over 5 years.

**Meeting Closed** 20.30 pm

Date of next meeting - Monday 16th January at 7:30pm

**Future meeting dates (all booked at the Masonic Hall, Rushden)**

Committee meetings 2023 starting at 7.30pm

Monday 13 February

Monday 13 March

**AGM preceded by a short SGM (at the Masonic Hall, Rushden)**

Tuesday 21 February 2023 7.00pm for 7.30pm start

**Significant date**

Rent day 18 March 2023

Signed \_\_\_\_\_

Counter signed \_\_\_\_\_

Date \_\_\_\_\_

New Action Points from Meeting		
Subject	Action required	Who
New applications forms	JL needs the new style application form which includes the £50 clear up fee	AB

## Appendix 1 – Treasurer's report for December 2022

Rushden Permanent Allotment and Small Holdings Society Limited					
Income and Expenditure Account					
Expenditure			Income		
Anglian Water	522.61		Annual Rents	-	
BR		247.45	New Rents	30.25	
GR		-	Floats for stores and rent day		
HR		275.16	Stores Sales	306.48	
WR		-		BR	93.00
Hay		-		GR	115.98
Printing, Stationary and Postage	33.85			HR	-
Asbestos Removal	-			WR	97.50
Stores Purchases	10.40		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/investment accounts	1,000.00	
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	4.55				
BR		4.55		-	
GR		-			
HR		-			
WR		-			
Website / Publicity	-				
Professional Fees (accounts, etc)	1,008.00				
Gifts / rewards / donations	-				
Equip't Repairs & Servicing	-				
Insurance and Safety	-				
Hire of halls and refreshments	50.00				
Equipment purchases	-				
Field Steward rewards	-				
EDF	-	7.57			
Officer (Sec/Tres) payments	95.00				
Tax - HMRC Corp. & FCA	35.00				
Key and share returns / refunds	-				
Grafton Rd - refreshments	-				
CCTV - Running costs	28.80				
Payment to Kings Seeds (orders)	-				
Britton's Potatoes	-				
Good gardening rewards	-				
Bank charges	27.30				
Transfer To Deposit/Investment accounts	-				
Misc Exp	-				
CCTV Installation	-				
	1,807.94			1,336.73	
Income over Expenditure	-	471.21			
	1,336.73				
Balance as at 04/12/2023					
Income and Expenditure Account at 31/10/23			Cash with Cashier		
HSBC Current Account B/F	1,049.16		HSBC Current Account C/F	577.95	
Cash	-		Cash	-	
Floats	90.00		Floats	90.00	
Income over Expenditure	-	471.21			
	£667.95			£667.95	
			Investment Accounts:	£169,950.59	