**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 Committee Management Meeting Held on Monday 17 January 2022

Masonic Hall, Rushden

The Chairman opened the meeting at 7.40pm

**Present:**

Russell Jarvis RJ (Chair) Dave Flook DF (Vice Chair)

Peter Swindley PS John Lowe JL

Anita Jarvis AJ Pasqu Di Salvo PDS (Treasurer)

Minute Secretary

Jayne Evans JE

Apologies

Shane Webster SW

1. **Minutes from Previous Meeting**

Proposed JL

Seconded DF

1. **Actions From Previous Meeting**

*Note - numbers not sequential, completed action numbers removed from table*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Action No** | **Date arose** | **Subject** | **Action Required** | **Action Taken/agreed at meeting** | **Person responsible** | **RAG status**  |
| 2.8 | 17/03/21 | Security fence, rubbish removal WR and planting hedging tree saplings | Obtain quotes for fence and rubbish removal  | RJ to look around the field with DF (date to be agreed) | DF and RJ | carry forward |
| 2.20 | 19/05/21 | Large metal container | To wait for WR member to get back to DF | No information has been forthcoming so remove from plan | DF | To remove from plan |
| 2.30 | 15/09/21 | planting hedging tree saplings at WR | DF, SW & RJ to look again and make a decision | To include in 2.8 | DF, SW and RJ | To combine with 2.8 |
| 2.34 | 15/09/21 | Investment account | To transfer money into the new account | money has been transferred | RJ and PDS | Completed remove from plan |
| 2.39 | 18/10/21 | Tree for queensgreencanopy project | Field stewards to identify location on their fields | JL and RJ have identified location. DF to speak to the holder of a particular plot who may be willing to ‘host the tree’  | DF | Action in progress |
| 2.42 | 18/10/21 | Leaving member’s plot | To assess plot when member leaves | Information in field reports (7.1) | JL | Action in progress |
| 2.43 | 18/10/21 | Facebook Group | Investigate how the Society Facebook Group can be set up independently.  | Review after the AGM | SW | Action in progress |
| 2.45 | 15/11/21 | Key Price | Revision of price of replacement field key for members | Members to be informed when notification letter sent out for AGM in December key/replacement key will now be £10 | RJ & PDS | Completed remove from plan |
| 2.46 | 15/11/21 | Communal composting facility  | Wait for more information from North Northamptonshire Council | Review next meetingSW not at meeting | SW | Action in progress |
| 2.48 | 13/12/21 | HR Member to be contacted | Member is giving up her plot and needs to provide date  | JL to ask member for a date when they are going to vacate the plot | JL | Action in progress |
| 2.49 | 13/12/21 | WR Member to be contacted  | DF to contact member and request return of field key | Discussed in field reports 7.2  | DF | Action in progress |

**2.8 Discussion record (Fencing and Rubbish on WR fence line)**

Previous action dated 13/12/21- review next meeting

RJ – will arrange a date with DF this Saturday

***Agreed Action 17/01/22- review next meeting***

**2.20 Discussion record (Metal container for field use)**

Previous action dated 13/12/21 - review next meeting

DF-nothing has been forthcoming

***Agreed Action 17/01/22-remove from plan***

**2.30 Discussion record (Time for hedging tree saplings to grow)**

Previous action dated 13/12/21- review next meeting

Part of security fencing. DF concerned about how long a hedge will take to grow.

***Agreed Action 17/01/22-combine and move to 2.8***

**2.34 Discussion record (Investment account)**

Previous action dated 13/12/21- to update at next meeting

See treasure’s report (6.0)

***Agreed Action 17/01/22-completed remove from plan***

**2.39 Discussion record *(Queensgreencanopy)***

Previous action dated 13/12/21- review next meeting

BR- site located.HR-site located. WR-there isn’t any suitable place for a tree on the field unless it is put on one particular plot, DF to ask the plot holder if he would be happy to have a tree put in place along with a plaque. 4 trees for £15 or possibly free.

***Agreed Action 17/01/22-DF to ask plot holder if it would be ok.***

**2.42 letter to leaving member**

Previous action dated 13/12/21- to wait and see what is left on the plot once the date to vacate has been confirmed

Nothing heard yet from the member

***Agreed Action 17/01/22-review next meeting***

**2.43 Facebook Group**

Previous action dated 13/12/21-not to do anything until after AGM review next meeting

***Agreed Action 17/01/22-review after AGM***

**2.45 price of replacement field key for members**

Previous action dated 13/12/21-information to be sent to members with AGM information

Completed

***Agreed Action 17/01/22-remove from plan***

**2.46 Communal composting facility of fields**

Previous action dated 13/12/21- carry forward to next meeting

To wait for SW to report back

***Agreed Action 17/01/22-Carry forwards to the next meeting***

**2.48 contact with HR member**

Previous action dated 13/12/21- JL to make contact with member

***JL heard from member and has asked member to give him a date when they are giving up the plot***

***Agreed Action 17/01/22-completed remove from plan***

**2.49 contact with WR member**

Previous action dated 13/12/21- DF to make contact with member

DF to report back in field reports

***Agreed Action 17/01/22-to be discussed in field reports 7.2***

1. **Secretary’s Report and Correspondence**

**3.**1 **Permission Requests**

Permission agreed letters from meeting 13/12/21 have all been sent

No permission requests this month

**3.2 Correspondence**

There was no correspondence received up to 17/01/2022

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Field** | **New Members** | **Field** | **Leavers** |
| BR | 1 |  |  |

**4.1 Vacant plots and number of applicants needed**

|  |  |  |  |
| --- | --- | --- | --- |
| **Field** | **Number of vacant plots**  | **Number of current prospective members field steward already has** | **Number of new applicants needed from membership secretary** |
| HR | 4 |  1 | 3 |
| WR | 2 | 0 | 2 |

**4.2 Waiting lists**

|  |  |
| --- | --- |
| **Number on list (as of 13/01/22)** | **Date of longest on list** |
| 93 | October 2020 |

1. **Warning letters**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Field** | **Polite letter** **sent** | **Outcome** | **1st letter sent** | **Outcome** | **2nd letter sent** | **Outcome** |
| WR | Modified sent July  |  | Sent October | DF to telephone member and report back next meeting |  |  |
| WR | Sent in September | To monitor |  | Plot tidy but nothing growing at the moment |  |  |
| HR |  |  | Sent in September | Nothing has been done as yet. To review next meeting |  |  |
| WR | Sent in October | Review next meeting |  |  |  |  |

1. **Treasurer’s Report** (Appendix 1)

**INCOME:**

Store sales added:

GR **£** 0

WR £ 0

BR £ 0

HR    £ 0

**EXPENDITURE:**

Significant Expenditure

Denton’s Year End Accounts Invoice £960.00 -paid 21 December

Marsh Insurance invoice £532.55 -paid 21 December (no increase since last year)

**Latest Bank Account Balances:**

HSBC Community Account         £584.91 (as per Treasurers Report)

**Investment Accounts: Breakdown**

HSBC Business Money              £ 1,502.23

Barclays Premium Account        £ 18,908.64

Redwood Account                     £ 63,730.00

United Bank                               £ 81,295.58

**Total in Investment a/c          £165,436.45 (as per Treasurers Report)**

**Investment account** (2.34)

The new account with Redwood has been opened and the money transferred from Triodos . The new account has 1.15% interest rate

Payments for committee and paid servants

There is an increase in the minimum wage to £9.50 an hour from 1 April 2022.

**Budget for 2022 (up to AGM in 2023)**

PDS provided the committee members with a spreadsheet showing the estimated and actual costs for all normal society expenses since 2018 including the estimated costs for 2022.

The budget is used to decide on the rents per pole. The average cost in the country is £5 or £6 per pole, the Society is currently charging £2.50 per pole.

General field maintenance is taken out of the rents but major projects do not.

The store has had a couple of exceptional years; the sales at the store for 2021 were more than the income from the plot rents. The aim of the society budget is to break even, so although a profit was made by store sales, it is used to subsidise the plot rents for members.

PDS to add in the new bank charges on the current account as although the society is a charity, it is no longer exempt from charges which will be approximately £120 per year. There may need to be an increase in estimate of maintenance costs because a service is needed on the tractor.

The income for water licences is an unknown as the number that maybe sold in the coming year is not predictable so it is not possible to estimate accurately.

Included in the estimated costs is the rent on the Masonic Hall up to May 2022, but this may need to be extended as the room at Grafton Rd is not currently suitable for meetings.

JL- suggested that it is explained to members, that if the Society maintains the good sales in the shop, the profit will continue to subsidise the rents.

**An agreement was made by the committee that the cost of the rent should remain the same at £2.50 per pole.**

1. **Field Reports**

7.1 Highfield Road

Member vacating plot- nothing has been heard regarding confirmation of leaving date. Nothing has been removed from the plot as of last weekend (15 & 16 January 2022).(action 2.42)

JL arranged to meet to collect a member’s key. (action 2.48)

The plot holder clearing their plot as giving up membership, however, the plots have been well maintained so little work will need to be done before it is re-allocated

The member who has taken on the orchard will be giving up his old plot on rent day.

7.2 Washbrook Road

Member has suffered a bereavement, so DF will be leaving until later (action 2.49)

member – wants to know where her tomato seeds that were missing from Kings order. RJ to contact Kings Seeds to find out what happened.

DF asked if one of the members had ordered any potatoes. AJ – confirmed that the member hadn’t. DF will inform the member to let know that there will be some seed potatoes for sale in the shop.

£54.50 has been put into the bank by DF for store sales on the field and will show on next month’s financial report.

Has 2 plots ready for new members – JE will contact AB to let her know that DF needs 2 packs.

7.3 Bedford Road

Nothing to report

7.4 Grafton Road /Small Holding

Nothing to report

1. **Store**

To re-open on 22 January and then the first and third Saturday in February (subject to any Government regulations re Covid-19)

1. **Health and Safety**

Nothing to report

**10.1 items put forwards prior to the meeting**

None

**10.2 items put forwards during the meeting**

**10.2.1**

Rushden Celebrates 2022 event

Rushden town council is going to hold an event this year called Rushden Celebrates 2022 (which will be held 28 May to 12 June Covid means that this annual event has been cancelled for the past 2 years). It is the Queen’s Platinum Jubilee this year and the Town Council will be combing the celebration of this with the Rushden Celebrates 2022 events

Pre Covid, the Society used to put on a speaker evening and the Town Council paid all of the expenses for the event. A good speaker needs to be identified.

RJ will find out more about the event and report back.

Meeting Closed at 9.00 pm

**11.0 Dates of next Committee Meeting**

Masonic Hall (in the bar) Monday 7 February 2022 7.30PM (week earlier because of AGM)

**Significant dates**

AGM Tuesday 15 February 2022 Masonic Hall (AOB items and committee applications by 24 January, postal vote applications to be received by 31 January and postal votes to be returned before the AGM – all correspondence to be given to Membership Secretary at 7 Portland Rd, Rushden)

Rent Due by Date Saturday 19 March 2022

|  |
| --- |
| **New Actions from this meeting** |
| **Subject** | **Action Required** | **Person Responsible** |
| Missing seeds from Kings seeds order  | To find out what happened to the missing seeds from a WR member’s order | RJ |
| Speaker for event | Identify a speaker for the Rushden Celebrates 2022 event | all |

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Appendix 1 - Treasurer’s report

