

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 Meeting Held on Wednesday 15 September 2021

Grafton Rd Store

The Chairman opened the meeting at 7:10pm

Present:

Russell Jarvis	RJ (Chair)	Dave Flook	DF (Vice Chair)
John Lowe	JL	Shane Webster	SW
Anita Jarvis	AJ	Peter Swindley	PS

Pasqu Di Salvo	PDS (Treasurer)
Jayne Evans	JE (Minute Secretary)

Apologies:

NA

Venue for future meetings

As it may get too cold in the Grafton Rd Stores, we may have to move venue RJ has enquired regarding the masonic lodge bar area although there isn't any availability for Wednesdays so the meeting may have to move to another evening

1. Minutes from Previous Meeting

Proposed JL
Seconded SW

2. Actions From Previous Meeting

Action No	Date arose	Subject	Action Required	Action Taken	Person responsible	RAG status
2.2	16/06/21 (was initially raised 20/01/21)	Investments	Letter sent to Mr Wilmot, no response	Not to pursue Mr Wilmot further. The Investment Account was on AGM Agenda	RJ & PDS	See 10.1.2. Comp
2.3	17/02/21	Silent alarms	SW to receive payment for costs incurred		SW & PDS	Comp
2.5	17/03/21	Spare keys	Mark Cox to return keys	To be requested in writing	RJ	WIP
2.8	17/03/21	Security fence and rubbish removal WR	Obtain quotes for fence and rubbish removal	To be discussed		WIP
2.20	19/05/21	Large metal container	Find costs incl. modification	DF waiting for info from WR member	DF	c/f
2.21	16/06/21	Poorly member	Speak to member and son about plot	RJ and JL now have a firm plan	RJ & JL	Comp
2.23	16/06/21	Notice re hose pipe use	To be displayed on gates	Notice created and distributed at meeting	RJ	Comp
2.24	16/06/21	Request from member re shooting rats	BR field steward to support with rat elimination	RJ to speak to member & advise to remove empty boxes from coop.	RJ	Comp
2.27	22/08/21	Quote from surveyor re tractor shed	Write letter, attach photographs and send to surveyor after committee approves	Awaiting response from surveyor		WIP
2.28	22/07/21	Cost of Water Licence	Suggestions to be considered	To be discussed before end of licence period	all	WIP

2.29	18/08/21	Rationalise waiting list	Write to all on list to find out if they still want a plot	See notes	AB (membership secretary)	Comp
2.30	18/08/21	Response to communication 3.2.3	Write to Shauna Hemphill	Provide suggestions of more appropriate venues for her client	RJ	Comp

2.2 Was added to AGM agenda – to discuss in treasurer's report

Agreed Action 15/09/21 – committee to consider the options put forwards by PDS and RJ (item 10.1.2)

2.3 SW has received correct money, the firm refunded the whole amount - Complete

2.5 Mark still has keys

Agreed Action 15/09/21 –RJ to write to MC and ask him to return keys

2.8 No further work has taken place

Agreed Action 15/09/21 –to discuss later in meeting

2.20 Dave waiting for information from one of our members

Agreed Action 15/09/21 – Dave to speak to WR field member

2.21 RJ and JL have seen member who may surrender 40 pole. The member interested in the orchard has been informed he may surrender his existing plot but he will have to move some of his own trees and his winter crops. To discuss later on in the year/early next year towards rent day.

Re the 40 pole (when it becomes available), JL may divide into x8 5 pole plots. Committee thought this was a good plan.

Agreed Action 15/09/21 – completed as plan now in place. To be removed from the Action Table

2.23 Notice has been created and a hard copy distributed for comment – everyone is happy with the notice.

DF- re the licences, no one has collected the licences, has only issued 2 to the 2 new members.

RJ-suggested that next year to send out the information electronically including the regulations for use.

Agreed Action 15/09/21 – notice to be displayed - to revisit cost of water licence at the end of the licence period (action 2.28)

2.24 The bait boxes are inside the chicken run however bait boxes have to be alongside a building

Concerned raised if the boxes are inside the run may have a risk to the chickens or may even cause a problem inside the eggs that could affect the person who eats them although no poison in the boxes so its unlikely –

Agreed Action 15/09/21 – to remove from the Action Table

2.27 Letter went to surveyor – still waiting for response

Agreed Action 15/09/21-forward to next meeting

2.28 To possibly increase licence to reflect the size of the plot. Committee to think about options.

Agreed Action 15/09/21 – to revisit next before the end of the licence period

2.29 Angela has written to quite a few members and she is now writing to people who have applied since January 2021. There are about 12 applications a month. Some people had obtained plots at Wymington, some have not replied, some have said no thank you. Still over 100 on the list. The last person JL set on applied in November 2020.

Agreed Action 15/09/21-completed to be removed

2.30 RJ has replied to Shauna – to be removed

3. Secretary's Report and Correspondence

3.1 Permission Requests

Permission agreed letters from meeting 18/08/21 have all been sent

Item No	Date	Field	Details of Request	Outcome
1	09/09/21	HR	Greenhouse and Shed no more than 8ftx10ft but more likely 6ftx8ft	agreed
2	11/09/21	BR	Poly tunnel 10ftx25ft	agreed
3	11/09/21	BR	Shed 8ftx6ft	agreed
4	15/09/21	GR	Fruit cage	agreed

5	15/09/21	HR	6x4 greenhouse	agreed
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3.2 Correspondence

Item No	Date	Field	Member	Details of Correspondence
3.2.1	06/09/21	NA		A resident whose home backs onto Highfield Rd requesting permission to have a small skip on our side of the fence for him to put rubbish from his garden in (along the new car park)
3.2.2	08/09/21	BR		Following on from a comment at the AGM, has found links to organisations that give trees for creating hedges.
3.2.3	08/09/21 09/09/21	NA		A resident of the static home complex- Complaining about the state of a plot near her and rats coming from the allotment field Clarified that the field is BR

3.2.1

issues – letting in lorry, damage to the field by the lorry, if there is a skip there it may be used by the members. JL is not comfortable re this. There is a resident that has a new fence and retained the gate into the field and it may be this person. All houses have access to the rear of their property in Highfield Rd – decision is to refuse permission

3.2.2

RJ- has looked at the information provided. Because we are an agricultural society, we can apply for government grants. The other organisation to 6-8m packs, variety of species including Hawthorne and Blackthorn which has thorns (and gives sloes) which are aimed at community associations. They will sell us packs for £54.95 (for 6-8m) saplings or a traditional hedging pack for £36.95 (6-8m) as well as woodland packs.(comes with stakes and spiral trunk protection)

Another organisation will provide 100m of saplings for free.

DF- preference is for fencing as the hedges would take a while to grow and need to be maintained

SW- suggested double rows to make sure are dense.

RJ-Bedford Rd has hedges mostly hawthorne/blackthorn. Would also like to 'beef up' some areas in the BR boundary.

DF- thinks there are possibly 100m of unsecured fence line out of the 240m that is not fenced.

SW-environmentally friendly option.

RJ- will find out how long it takes for the hedges to be established from the 60cm saplings – hedges do need maintaining – the hedges at Bedford Rd have grown 3ft this year.

3.2.3

RJ has walked the length of the field on the area alongside the resident's static/mobile home area. There is no livestock anywhere near the area and not compost bins either. The plot adjacent is now being worked which means she may now be worried about the person being there on a regular basis. Has previously complained about the trees that were not actually on the allotment field.

Plan is to write to the resident and inform the resident that there are no signs of rats in the area near their home. RJ to suggest that the mobile home owners remove their wild bird feeders as these provide food for rats.

3.4 Other Items

11 emails for requests for bags of manure

6 emails requesting Kings Seeds Link

4.0 Member's Secretary Report – new members and leavers

Field	New Members	Field	Leavers
HR	1	Associate members	4
		WR	2
		HR	1

Request made that an up to date list of members be provided to each field steward

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
WR	6	2	4
HR	4	1	3

BR	0		
GR	0		

5.0 Warning letters

Field	Polite letter sent	Outcome	1 st letter sent	Outcome	2 nd letter sent	Outcome
HR			Sent July	To continue to be monitored – has some potatoes in		
HR			Sent July	To continue to be monitored		
WR	Modified sent July	To continued to be monitored				
HR			sent	Has handed key back		
WR	To be sent					
WR	To be sent modified re working away					
HR			To be sent			
BR		RJ has already spoken to member – if no improvement will send 1 st letter				

Highfield RD (HR)

2 members progress to continue to be monitored

1 first letter to be sent

Washbrook Rd (WR)

1 member's progress to continue to be monitored

1 polite letter to be sent

Bedford Rd (BR)

1 member to be monitored

6.0 Treasurer's Report (Appendix 1)

INCOME:

Store sales added:

GR 103.25

WR 464.00

BR 110.25

HR 33.00

EXPENDITURE:

No significant expenditure for the last month to report

Latest Bank Account Balances:

HSBC Community Account £1,117.31 (as per Treasurers Report)

Investment Accounts:

HSBC Business Money £5,501.57

18/10/2021

Minute Secretary Jayne Evans

Version 2

Barclays Premium Account	£18,908.17
Triodos Account	£63,702.68
United Bank	£81,295.58
Total in Investment a/c	£169,426.00 (as per Treasurers Report)

7.0 Field Reports

7.1 Highfield Road

All quiet

7.2 Washbrook Road

Strimmer is playing up despite being 'mended'- it may be a 'coil' that has broken as machine is only 5 years old.

DF enquired about a 'gate' into BR field following comment made to him. It turns out that the gate does not open onto our field, it is the access to an area next to the field.

There are a number of plots that may become available due to deceased members – DF is keeping a track.

7.3 Bedford Road

Nothing to report

7.4 Grafton Road /Small Holding

Nothing to report

8.0 Store

Potato orders have been sent out – some varieties not available due to crop failures. At the moment and garlic also very limited, prices have raised considerably.. Broad Beans supply is ok.

Also short of chicken pellets as it is being burnt instead of coal.

Have good stock of mother earth at old price

9.0 Health and Safety

Nothing reported

10.0

items put forwards prior to the meeting

10.1.1 Co-opting Committee Members – 7 people have applied for the 5 vacancies

Discussion regarding co-opting members - AGM was so late, only about 4 meetings until the next AGM. (no real meeting in December). Comments – is there any benefit as only 4 meetings with no new business – as committee isn't held in high esteem so is it a good idea for us to pick and choose (7 applicants for 5 vacancies)? – avoid knee jerk applications so better to wait until the AGM – by the AGM there will be 6 vacancies including SW who is up for re-election- by the next AGM, the number of people applying for committee may increase or decrease .

Vote – unanimous to not co-op to committee until AGM.

10.1.2 Re-investment of matured investment – RJ has asked 2 organisations for quotes and has sent the information out to the committee members. Discussion held around paying for a financial advisor-general consensus was no because either high risk investments or costs us over £600 a year. Concerns were raised about investing in something with higher rates with increased risk.

Historically society used to buy government bonds but has lost money in the past so now the society can only invest in something that protects the capital. As the society is an agricultural organisation, it should have land that provides income from allotment and small holding rents.

RJ and PDS have found accounts that provide approximately 1% interest and therefore with the charges of a financial advisor (one off payment of £600 or a percentage every year)

Decision agreed by the committee to move money to one of these accounts- to report back next meeting.

10.1.3 Charges for HSBC account – our operational account – banks haven't previously charged charities and organisations for use of this account but from 01/11/21 will be moved to a new type of account that will incur charges £5 per month. If don't accept charges the account will be closed. Cash paid in and out will also be charged 0.4% of value deposited for cash and 40p per cheque, no charges for BACS payments.

PDS has calculated from previous years payments mean we will have approximately £100 a year of charges. Committee accepted that despite the new charges it would be acceptable to continue with HSBC.

To ask the members to pay rents, shop orders, seeds orders, water licences via BACS whenever possible.

10.1.4 meeting etiquette – RJ has received letters from 2 members about the 2 recent society meetings.

1. Asking for members to be removed from meetings if they verbally attack or make personal comments about another member.
2. Another member provided a meeting etiquette. Committee Members have received a copy via email from RJ. Committee members to look at this and decide if they want to adopt it

Committee to consider and to vote at next meeting
items put forwards during the meeting

10.2

10.2.1 – RJ- charity called HOPE provide a yellow wheely bin to collect broken manual garden tools which they repair and sell (it's a 'helping hand' organisation for homeless and people in need).

Committee agreed to have one for each field and the store.

10.2.2 – RJ- would like to get some fuel for the tractor (red diesel). It is delivered by a tanker, we order up to 200L. **to be ordered.**

10.2.3 - Sunday 19 September Family Heritage day at the lakes and the society is having a stall. Members and committee members are invited to support.

10.2.4 – RJ to hire a tower to cut back the hedge – will be about £40

10.2.5-JL- wanted to know how the society would remove people from the face book page membership section? The password can be changed more easily now the website has been updated.

10.2.6 - DF - password for CCTV cameras that has been changed meaning that a WR field member can no longer see the images from the society camera on the gates although RJ has stated password had not been changed and the system needed to be re-set. RJ - the 'rules' of looking at recordings mean we should only have committee members looking at recordings - the cameras only record when they detect movement at the gates – RJ has access to all 6, DF – as WR field steward, didn't want access to WR on his phone but a previous committee member did instead and DF happy to pass his access to to this member who monitors their own cameras on their live stock nightly– concerns raised that other non-committee members on other fields may want access, however with RJ monitoring all 6 cameras including BR and GR as field steward, there is no reason why other non-committee members would need access. DF-stated RJ should personally inform this member that they can no longer have access to the CCTV cameras which RJ agreed to do.

Meeting Closed at 22.15

Date of next Committee Meeting

Wednesday 20 October 2021 – Grafton Rd Stores

New Actions from this meeting		
Subject	Action Required	Person Responsible
Warning letters	WR – polite letter to be sent WR – modified polite letter to be sent HR – first letter to be sent	RJ
Response letter to communication	To write to resident backing onto Highfield Rd to refuse permission for skip Agenda item 3.2.1	RJ
Time for hedge saplings to grow	To find out how long it will take for saplings to grow into a hedge suitable to prevent access to field Agenda item 3.2.2	RJ
Write to complainant	To write to mobile/static home site resident and explain unlikely rats are coming from the BR field as per complaint letter Agenda item 3.2.3	RJ
Updated membership list	Angela to provide updated membership list to field stewards. Agenda item 4.0	AB
Co-opting committee members	To inform applicants that the current committee have decided not to co-opt to the vacancies and will leave to the AGM. Agenda item 10.1.1	RJ
Investment account	To move money to one of the accounts suggested by RJ and PDS – to report back at next meeting Agenda item 10.1.2	RJ and PDS
Charges for HSBC account	To ask members to pay for rents, shop orders, seeds	All field stewards and

	orders, water licences via BACS – to put up notices and Field Stewards to promote this method of payment Agenda item 10.1.3	those working in shop
Meeting etiquette	Committee members to consider and to vote on adopting at the next meeting Agenda item 10.1.4	committee
Access to CCTV	To inform member at Washbrook Rd/ previous committee member to inform her that they can no longer have access to the WR CCTV camera / recordings / images Agenda item 10.2.6	RJ

Signed_____

Counter signed_____

Date _____

Rushden Permanent Allotment and Small Holdings Society Limited					
Income and Expenditure Account					
Expenditure			Income		
Anglian Water	2,664.87		Annual Rents	11,489.45	
BR		1,007.90	New Rents	1,360.25	
GR		60.14	Floats for stores and rent day		
HR		844.12	Stores Sales	13,680.33	
WR		720.72		BR	4,177.56
Hay		31.99		GR	3,294.27
Printing, Stationary and Postage	362.45			HR	2,268.95
Asbestos Removal	3,360.00			WR	3,939.55
Stores Purchases	14,802.07		Ploughing, rotavating, topping	108.75	
Field Hours £	1,311.95		Rent card / website sponsorship	-	
BR		229.57	Donations from members	-	
GR		44.36	Machinery/accessory sales	-	
HR		843.33	Replacement/Additional key	3.00	
WR		194.69	Sales of pre-loved & ex stock	-	
Field Machinery (Fuel)	235.48		Seed Orders	-	
BR		100.65	Brittons Potatoes	-	
GR		-	Misc Income	1,612.40	
HR		54.57	Transfers from deposit accounts	17,500.00	
WR		80.26	Assoc. Mems	-	
Official documents, etc	-		P in the P - Rushden Council	-	
Tractor Fuel	-		Wayleave Consent - WPower	2.50	
Locks and Keys	298.31		Socials	-	
BR		63.04	Water Licence	1,400.00	
GR		36.99			
HR		99.30			
WR		98.98			
Field / Property Maintenance	3,140.21				
BR		7.99			
GR		7.99			
HR		579.18			
WR		2,545.05			
Website / Publicity	64.79				
Professional Fees (accounts,etc)	936.00				
Gifts / rewards / donations	-				
Equip't Repairs & Servicing	371.60				
Insurance and Safety	762.64				
Hire of halls and refreshments	19.50				
Equipment purchases	4,222.51				
Field Steward rewards	150.00				
EDF	93.16				
Officer (Sec/Tres) payments	1,920.73				
Tax - HMRC Corp. & FCA	893.00				
Key and share returns / refunds	13.25				
Grafton Rd - refreshments	-				
CCTV - Sim Cards	197.41				
Payment to Kings Seeds (orders)	-				
Britton's Potatoes	-				
Good gardening rewards	-				
Bank charges	-				
Transfer To Deposit	12,500.00				
Misc Exp	20.00				
CCTV Installation	1,481.05				
	49,820.98			47,156.68	
Income over Expenditure	- 2,664.30				
	47,156.68				
Balance as at 13/09/21					
Income and Expenditure Account at 31/10/21			Cash with Cashier		
HSBC Current Account R/F	3,781.61		HSBC Current Account C/F	1,117.31	
Cash	-		Cash	0.00	
Floats	90.00		Floats	90.00	
Income over Expenditure	- 2,664.30				
	£1,207.31			£1,207.31	-£0.00
			Investment Accounts:	£169,426.00	

MEETING ETIQUETTE

A meeting is as successful as the positive contributions of its members.

BACKGROUND & RATIONALE.

As defined, etiquette refers to good manners required by an individual to find a place in society. It is appropriate for an individual to behave appropriately in a group or in public to earn and retain respect and appreciation. Meeting Etiquette refers to codes of behaviour an individual ought to follow while attending meetings and discussions.

Meetings are a major component of the society functioning. Members sit together on a common platform to exchange views and opinions and reach solutions benefitting the society that are mutually acceptable to all. They all must maintain the decorum of the society

Behaviour of participants at a meeting is important to the success of a meeting.

Effective meetings can be achieved if all individuals are committed to simple ground rules of behaviours before and during meetings.

The following "Meeting Etiquette Rules" are submitted.

MEETING ETIQUETTE RULES

1. Appropriate etiquette meeting behaviour reflects respect for self, others and the society.
2. Preparation for meeting: review agenda and all applicable documents. Never be late for a meeting, unless prior notice is given.
3. Whilst the Chair is finally responsible for managing the meeting, it is everyone's responsibility to make the Chair's job as smooth as possible for the good of all. The Chair will aim to ensure that meeting times and agenda items are managed well, so that everything can run to time. The Chair also needs to manage contributions, keep contributors from repeating themselves and ensure a few individuals do not monopolise the time. This will ensure that equality and courtesy are maintained.
4. Participants should take turns talking and address all contributions to the meeting via the Chair and wait to be invited to speak. Before speaking, participants should construct the points to be made and stick to them, speaking for as short a time as possible without repetition whilst using clear, acceptable non-defamatory language. If you fail to make all your points, it may not be possible to have another chance to speak if a lot of people are waiting, so it is advisable to make a quick note of bullet points to be made. The Chair may need to take a firm line with people who speak without waiting for an invitation.
5. Do not deviate/digress from key points on the agenda.
6. Practice mobile phone etiquette during the meeting.
7. Participants should not have meetings within the meeting.

8. Participants should respect each other's contribution and not interrupt when someone is speaking. Should one member disagree with another, then there is a friendly and courteous way to disagree. Individual and personal disputes should not be allowed to affect conduct within the meeting but should be resolved elsewhere.
9. Meetings are for the benefit of all and no one person has the right to dominate or be disruptive. Participants who attend meetings, should be aware of other people's rights to be treated with courtesy and should feel comfortable enough to make their contributions.
10. Participants should act in a way that is fair and unbiased.
11. Participants should make sure that their comments do not amount to personal attack on another individual and should not act or speak in a way that may be perceived as bullying, abusive, discriminatory or derogatory and avoid using heated, emotional and value loaded language and behaviour.
12. The Chair has a duty to outlaw disruptive practices and any participant who does not comply with the meeting etiquette rules, the Chair will first warn the offender and then, should behaviour persist, ask the participant to leave the meeting. Any person excluded from an individual meeting, because of behaviour, will only be allowed to return to future meetings if they agree to abide by the rules.