

# **S.H.A.G.S Committee Meeting – 8<sup>th</sup> February 2023 held in Ted Allen Room**

## **Minutes**

**In Attendance:** Mike Coble (MC) Chair; Carole Pamphlett (CP) Treasurer; Jane Keech (JK) Secretary; Rod Cooley (RC); Alex Davies (AD); Linda Gahagan (LG); Keith Davidson (KD); Stephan Barnard (SB); Rachel Andrew (RA); Steve Case (SC); Marcia Dorey (MD); Harriet Dorey (HD); Mike Lawford (ML); Peter Loveland (PL); Roger White (RW); Keith Davidson (KD)

**Apologies:** Roger Glanville; Hazel Upton; Roger White; Richard Mottram; Rosemary Poyser; Fraser Gordon; Geoff Bateman; Syd Marvell; Rich Waight

### **Review of minutes from the last meeting**

- **Action points – completed**

MC has obtained additional quote for gate post

AD has drafted a pre renewal letter

AD has produced a summary of sheds, polytunnels and sheds for each site

MC has investigated possibility of grant for solar panels

- **Action points in hand**

MC and FG are liaising with SC for handover of tasks for shop

MC will let people know that petrol money can be claimed and paid via bank transfer

### **Minutes from last meeting were approved**

### **Finance:**

Prior to the meeting, CP circulated the latest financial report. End of year accounts are slightly late due to CP having had a fall. Reminders for renewals have been sent to associate members.

### **Site Matters**

The cost of the new gate post will be covered by the insurance company.

MC had meeting with Tim to discuss the situation with the gate at Alwickbury. HTC may be able to level the gateway. It would cost £1,600.00 to replace the chain link fence.

HTC have taken responsibility for trees. It is hoped that once the trees are cut back, the site will look more open and hopefully, make people at Alwickbury feel safer.

The cost to replace the fence at Churchfield would be over £2,000 so we may need to ask for grant to be increased.

MC has fixed a problem with water pipes but following that, there was a problem with the water heater. BJ Builders have replaced the stop tap and we are waiting for plumber to complete the repair work.

Handrail outside TAR will be replaced and cost covered by Allotment Society. There is also a loose slab, but this can be secured using a ready-mix product.

### **Lettings**

The pre renewal letter has proved to be very successful. There have been 15 resignations so far. Early resignations will make it easier for new plot holders to get their plots ready for planting. 1.5 plots have been given up at Oakley Road. 0.5 plot has already been re let.

Some renewal letters will be delivered by hand as not everyone has access to email.

There are lots of very old documents in the filing cabinet in the TAR. CP needs to keep financial records for 7 years, but other documents could be sorted and shredded / incinerated.

A discussion took place about who can work on a plot. PL pointed out that strictly speaking, only members should work on plots but often , people have friends or family members helping and this can prove very beneficial.

When members sign up, they sign to say they accept the rules of the society.

CP will look at documents and further discussions will take place. Rules can be amended if necessary, prior to the AGM.

### **Machinery**

CP previously had record of all machinery – date of purchase, cost of repairs etc. The current machinery list needs to be update.

RW to action when he returns from holiday.

### **Shop**

Seed order has now been placed and seeds have been dispatched.

Each week, after shop closes, MC takes cash/ float etc. from cash register to CP but often the amounts do not tally. PL suggested we investigate possibility of purchasing a new cask register but upon further discussion, it appears that the problem is more to do with making it easier to correct errors. CP will do some notes for helpers to make it easier to correct an error and to enable CP to be generally aware of any errors. This should make it easier to get figures to balance.

A discussion took place about the canopy for the shop, and it was suggested that the cover is just removed and not replaced.

SC is available to be on site when the seed potatoes are delivered.

### **Communications**

Renewal letters have been sent to members.

The Plot so Far is now on Website – Thanks to GB for writing this.

SHAGS committee meeting minutes on website.

Facebook page is proving successful – thanks to RA/ LLM (currently it is not possible to include The Plot so Far.

### **Actions**

CP will look at insurance documents and further discussions will take place. Rules can be amended if necessary, prior to the AGM.

CP to produce summary of how to correct errors on cash register / information needed if error is made.

RW to action update of data base for machinery when he returns from holiday.

**A.O.B.**

A discussion took place about the possibility of a BBQ to celebrate the coronation. The committee will investigate how many people would be interested / willing to help.

MD has brought to people's attention there could be a potential problem with Japanese Knot Weed. This will be discussed in more detail at the next site reps meeting.

Marcia's daughter, Harriet, will be transporting Marcia to meeting so it was suggested that Harriet joins the committee as joint site rep for HR. Harriet accepted the invitation and will become a member. This will allow her to have voting rights.

RG is currently unwell. RW will support with vice chair role temporarily.

**Date of next meeting:**

**Wednesday 8<sup>th</sup> March 2023**

**7.30pm in the Ted Allen room**