



TAMWORTH FARM ALLOTMENT SOCIETY COMMITTEE MEETING MINUTES 14 November 2022

Attendees: Hazel Norman (HN), Jo Rodgers (JR), Steffi Backhouse (SB), Rob Rudolf (RR), Julie Mallett (JM), Tony Redpath (AR), Katy Willison (KW), Bev Stansfield (BS), Walli Taylor (WT), Elisabetta Costantini (EC)

1. Welcome and Introductions

Hazel Norman asked everyone to introduce themselves and say a bit about their committee experience.

2. Appointment of Additional Committee members

HN invited the Committee to co-opt Katy Willison as a member of the Committee. This was agreed unanimously

3. Appointment of Chair and secretary.

The following appointments were agreed:

Chair - Steffi Backhouse standing. Seconded by Jo Rodgers.

Secretary – Katy Willison standing. Seconded by Tony Redpath.

4. Discussion and assignment of other Committee roles

The following appointments were agreed:

Treasurer – Rob Rudolf standing. Seconded by Steffi. Also agreed that Rob would be supported by Katy Willison and Steffi Backhouse as a Treasury Team which has worked well over the last year.

Membership Sec – Tony Redpath and Katy Willison standing jointly. Seconded by Hazel. Katy and Tony made clear they were standing on the basis that the allegation of bullying and harassment that had been made against them by a plot holder would either be withdrawn or investigated. If the outcome of the investigation was that they had acted inappropriately, they would immediately step down.

Communications Officer – Jo Rodgers standing. Walli Taylor seconded.

Lettings Officer – Julie Mallett standing. Rob Rudolf seconded.

Site Manager – Rob Rudolf standing. Steffi Backhouse seconded.

Walli Taylor confirmed she is happy to continue running the manure deliveries.

Site Reps: Steffi Backhouse and Walli Taylor to be joint site reps for Rose Avenue; Jo Rodgers and Elisabetta Costantini to be joint site reps for the Farm No site rep identified for the Horseshoe. Agreed to email out for expressions of interest **Action JR**
Bev Stansfield agreed as an Ordinary Member.

5. Discussion on TFAS priorities for the year ahead

A number of priorities will carry over from the previous year:

- a) Digitise papers – Next steps are to redefine what we need to keep, create a list of what we have and set a deadline for completion. **Action: JR**
- b) Document retention policy – JR and KW to reinvigorate this work. **Action JR/ KW**
- c) External Audit – KW to research further what is recommended for our size and type of organisation and consider cost and timing. KW also to explore option of internal audit by plot holder with accounting skills.
- d) Perimeter security – Agreed as a high priority which plot holders care about deeply. Next step is to follow up with Merton on the designing out crime report and see if possible to get some money. **Action SB**
Further prickly planting, including sea buckthorn, around site also valuable. **Action RR/ JR**
- e) Use of Horseshoe shed/ Community Kitchen – Agreed as a priority to get plot holders using shed more frequently and explore the option of a community kitchen, including somewhere for food prep, wash-up and BBQ safe area. Costs and feasibility need further work. SB to circulate the initial ideas document for review and invite people to join a sub group. **Action SB**
- f) New projects – Plot reps to ask if anyone has ideas for low-cost projects they would like to get involved with and run. Elisabetta offered to help with this publicity. **Action EC**
- g) Data check exercise – Identified as necessary as the database has errors in it, some historic and some when members don't update us on changes in their contact details. Some concern about the amount of data we are collecting, including on diversity and race, but all agreed this is critical for big money grant applications. KW, AR and JM to work on a user-friendly way of sending it to members to maximise completion and reduce work for the Committee. **Action JM, KW and AR**

Three new priorities were identified:

- h) Rose Avenue: Agreed as a new priority to explore history of the site and ensure we have a robust plan for long term retention. JR to check emails from Transition. **Action: JR**

- i) Water conservation and supply: Agreed as a high priority bearing in mind the cost of water bills. Priority is to encourage members to reduce their usage and harvest rainwater, whilst also exploring securing a cheaper long-term supply through a borehole
- j) Composting: Agreed better education of members on how to compost on plot would reduce use of the green bays, save money buying in compost and be more sustainable

HN reminded everyone not to over commit. Committee members are volunteers and should only offer up as much time as they are able. All agreed that the list of priorities should be ranked in order of importance. AR offered to produce a paper for the December meeting with recommendations. **Action AR**

a) AOB

JM: Suggested a “come and meet the committee” day – maybe on a Community work day. For workday planning discussion.

WT: RA shed needs more tools. Replace and renew. For next budget discussion.

AR: Newly given up plot on the Farm coming back to inventory at end of Dec. Dilapidated and needs a lot of work before letting. Lots of removals needed. Maybe ask plotholders if they want anything before bringing metal collectors and a skip ready to clear the remainder. Some tree work needed too. The water tank on that plot has not been inspected for some years due to being locked in the perimeter fencing.

JR: Suggested annual workdays added to the calendar. For workday discussion.

EC: some large trees around the boundary of the Farm and the footpath from Rose Avenue. Previous discussions were undertaken with Merton as some are outside of our responsibility. Jo to follow up and report back. Rob advised there is internal help available to trim and pollard TFAS trees where needed. **Action JR**

COMMUNICATIONS ACTION FOR SEPTMBER:

To:	Format of communication:	Topic/Issue:	Action:	By:
Horseshoe Plot holders	Email	Seek expressions of interest in site role	JR	20/11/22

OUTSTANDING ACTIONS:

Item	Action	Name	Target date/ Completed
1 Aug 2022	Green waste bay to be set up for better use.	JM	
1 Aug 2022	David Chung's path – he is away currently. Julie to contact him he returns. Amended, DC has not responded to emails, agreed to pause action until DC gets back in touch	JM	Paused
14 Nov 2022	Complete digitalisation of papers	JR	
14 Nov 2022	Finalise document retention and GDPR policy	JR/ KW	
14 Nov 2022	Follow up Designing out Crime report with Merton	SB	
14 Nov 2022	Plan for further planting of prickly bushes	RR/ JR	
14 Nov 2022	Set up sub group to explore use of Horseshoe shed and camp kitchen	SB	
14 Nov 2022	Consider best way to invite plot holders to initiate and run new projects	EC	
14 Nov 2022	Complete data check exercise	KW/ JM/ AR	March 2022
14 Nov 2022	Investigate Rose Avenue handover terms and historic use of land	JR	
14 Nov 2022	Prepare paper ranking priorities	AR	Before next meeting
14 Nov 2022	Contact tree officer about trees around site	JR	

Dates for the Diary

Proposed Committee meetings for the year ahead:

Monday 9 January
Monday 6 February
Monday 6 March
Monday 3 April
Tuesday 2 May
Monday 5 June
Monday 3 July
Monday 7 August (if needed)
Monday 4 September
Monday 2 October
Monday 13 November
Monday 4 December

These are adjusted for Bank Holidays, so second Monday in January, first Tuesday in May (first two Mondays are both Bank Holidays that month!) and later in November to allow for the AGM. August will be cancelled if we are not quorate or if business allows.