

**TAMWORTH FARM ALLOTMENT SOCIETY
COMMITTEE MEETING MINUTES
7th March 2022 @ 7pm
Online Meeting**

Attendees:-

Jo Rodgers, Julie Mallett, Steffi Backhouse, Katy Willison, Bed Stansfield

Apologies: Walli Taylor, Tony Redpath

Item	Minutes	Action
2.0	Previous minutes: Agreed	Note
	Item 7 – Cameras/ Security – Jo to chase Merton on safety information. No feedback	Note
2.01	Outstanding actions below.	
3.0	<u>Site Manager's Report</u>	
3.01	A short update was given for the February by Steffi as Rob was unable to join the meeting: Perimeter fences and gates all ok. Padlocks in good condition. The new tool store on RA has moved during the storm. As spring is approaching, we need to start Garry off on strimming works, Date TBC. Julie to liaise with Rob and Garry.	Note JM/RR
	<u>Scheduled Business</u>	
4.00	Budget Report. <i>Six month spend, assessment of spend against priorities, update cash handling protocol. Any adjustment for year ahead.</i>	
4.01	The paper was circulated ahead of the meeting and Katy gave a short précis of the contents. Refer to attached for details.	Note
4.02	Most costs are summer related. We have spent £3900 of the £17,000 Budget. Castle Water bill is very low but will adjusted later in the year. Rent to Merton to be finalised and paid once outstanding rents confirmed.	Note
4.03	Debtors have been reduced to 2no. Generally, under control now however one is on the cultivation watch list having chosen not to downsize and a second has been out of the country but misunderstandings over the rent amount are now resolved.	Note Note
4.04	Plot holder on Horseshoe has had tenancy terminated due to non-payment of rent since 2019 and has now left the site. Committee has had to agree to write-off the debt of approx. £456.17 as would be more costly for the society to try to get this back through legal means.	Note
4.05	The Committee agreed to delegate write off decisions for amounts under £10 to the Treasury Team to make without needing Committee approval. All larger amounts to come to Committee.	
4.06	In order to keep finances running smoothly and help the bookkeeper to reconcile our day-to-day movement of monies a Cash & Cheque handling policy was proposed as it is helpful to have rules for everyone to follow.	Note

4.07	<p>The policy outlines the following:</p> <ul style="list-style-type: none"> • All members handling cash will be issued with receipt books. • Cash is to be banked within <u>3 days</u>. It can be a BACS transfer from personal account if not possible to get to the bank. • Cheques to be banked within <u>7days</u>. During invoicing period this may take a little longer. • There will be no cash float. • Expenses to be completed on the TFAS expenses form and submitted within <u>1month</u> <p>The policy was adopted unanimously</p>	Note
		Note
	NEW BUSINESS	
5.00	New Bank Account	
5.01	The Committee considered the Treasury Team's proposal to set up a new bank account with Metrobank. They noted that the current HSBC account has begun charging and offered a poor service with no online banking and reducing counter service.	Note
5.02	The Committee agreed that we should open an account with Metrobank. They agreed that the key officials should be Robert Rudolf as TFAS Treasurer, Katharine Willison as Treasury support and Steffi Backhouse as TFAS Secretary. Bank statements should be sent to Steffi's address as Secretary.	Note
5.03	The Committee authorised Katharine Willison to set up the account as she is an existing Metrobank account holder. The Committee noted the risks identified in the Treasury Team paper and agreed a finance and banking protocol which sets out who has signing permission (the three key officials); that each key official should have single authority to authorise payments; rules by which agreement will be reached before payments are made and a monthly reconciliation process.	Note
5.04	The Committee noted that a significant communications effort would be required to inform TFAS plot holders so that rent payments go successfully to the new account.	Note
5.05	The Committee also agreed the proposed delegated spending approvals for the Treasury team. All spend of over £1,000 must be agreed by full Committee, payments under £1,000 are delegated as long as they fall under the agreed budget. Any novel and contentious spending over £10 should be agreed by full Committee.	Note
5.06	It was also agreed that to set in place a requirement for anyone standing for Treasury or becoming a signatory in the future must have previously sat on the committee for a year.	Note
5.07	The proposal was approved unanimously.	Note
6.00	Toilet Project update	

6.01	<p>Tony sent an email update as follows:-</p> <p>The toilet is on order from France and should arrive at the end of May. An exact delivery date is awaited.</p> <p>Once we have that I can arrange installation as soon after delivery as possible. That may mean storing the packages possibly two pallets on site and under tarpaulin for a short while. Installation takes two days.</p> <p>Contact the installer about site preparation - we have plenty of time to get ready. We can then work out where exactly we want to site it.</p> <p>We will need to let any plotholders with concerns get in touch.</p> <p>We might think of having a small celebration once the toilet is operational and invite funders, councillors, Council officers and others who helped.</p> <p>There are two maintenance issues to sort out:</p> <ul style="list-style-type: none"> • Day to day management (replacement of loo paper and hand sanitiser, signage, small maintenance jobs, checking if it's being kept clean etc). A discussion for the April meeting. • Periodic waste management. This ought not to be needed for a year or so, and there ought to be nothing requiring disposal for around two years. So this can go on the back burner – maybe part of the Site Management Annual check. 	Note
7.00	Equinox Community Day and Seed Swap	
7.01	The planned workday to be publicised with poster. Start 10am to 4pm.	SB
7.02	Jo has taken delivery of the trees and will email plotholders to help dig them in.	JR
8.00	Website upgrade	Note.
8.01	The website works are now complete, and the upload will take place this weekend. The plotholder running the social media platforms will have publicity to send out once it is running.	Note
9.00	Social Media	
9.01	<p>Social media platforms we currently operate on have the following followers:-</p> <p>Twitter - 245</p> <p>Facebook - 46</p> <p>Instagram - 420</p> <p>We should use this more efficiently to advertise events including manure deliveries so we are covering all bases of communication to the plotholders.</p>	Note
9.02	<p>Julie asked the reason for social media as a community group. It was agreed that it is useful to interact with other groups locally.</p> <p>We should use this more efficiently to advertise events including manure deliveries so we are covering all bases of communication to the plotholders. It should not be a time-consuming role for the person running it</p> <p>To be discussed further going forward.</p>	Note

10.00	Manure Deliveries	
10.01	A discussion after some complaints about ready to use deliveries. Distribution is not fair with some taking more than their share and others not getting anything.	Note
10.02	Next ready to use delivery is scheduled for April 1 st and will be the last this year. Jo can monitor this event. Sign in sheet from previous delivery is in the shed for checking. Those who didn't get any last time to get priority. Schedule to be advertised.	Note
10.03	It was agreed that education on composting should be prioritised to save money on ready to use manure. Free manure deliveries to continue as planned. Suggestion that we ask experts such as Charles Dowding or similar, to visit and speak about making the most of our green waste, food waste etc. Katy emailed Charles Dowding during the meeting to make enquiries. Fresh manure takes up to 12 months to rot down so needs to be managed on the plot. Also suggested were talks by Roy Vickery or others on flowers, weeds and other nature related topics.	Note
10.04	Other suggestions were for ploholders to pay for ready to use loose manure per barrow or bags of manure. The managing of both is time consuming and problematic for volunteers.	Note
11.00	A.O.B	
11.01	Julie asked for clarification on collecting data with regards Equal opportunities and shed building when letting new plots. Sheds must be approved as complying with rules before being constructed.	Note
11.02	Plot Inspections will resume again in April with pre-inspection walk in March to check paths and general state of the site. Dates to be confirmed for site reps to assist in inspections as previously done. Possibly first two weekends in April – TBC.	Note KW/TR/JR/SB /JH

OUTSTANDING ACTIONS:

Item:	Date:	Action:	Name:	Completed:
3.07	1 Feb 2021	Banking protocol to be set up.	RR	Complete 07/03/2022
9.02	5 April 2021	JR to check with NALGS and Capital Growth for guidance. (LINK TO GO IN HANDBOOK)	JR	Complete 07/03/2022
3.04	7 June 2021	No update from Castle Water on rebate due. JR chasing as knows the email thread.	JR	Complete 07/03/2022
6.03	2 Aug 2021	JR to email Merton to check on change to rules of site.	JR	
6.01	3 Mar 2022	Farm water project. Speak to ploholders to see help Polish team.	JR	

	<p style="text-align: center;">Dates for the diary –</p> <p style="text-align: center;">Next committee meeting 4th April 2022 – Location TBC</p>
	<p><u>Committee Meetings 2022:-</u></p> <p>9th May 13th June 4th July 1st August 5th September 3rd October AGM 6th November 7th November 5th December</p> <p>Please make every effort to be available for as many of these meetings as possible to ensure we can discuss fully and action all items brought to the agenda and apologies are appreciated if you are not.</p>