

**TAMWORTH FARM ALLOTMENT SOCIETY
COMMITTEE MEETING MINUTES
4th April 2022 @ 7pm
Online Meeting**

Attendees:-

Jo Rodgers, Steffi Backhouse, Katy Willison, Tony Redpath

Apologies: Walli Taylor, Robert Rudolf, Julie Mallett, Joan Henry. Bev Stansfield

<u>Item</u>	<u>Minutes</u>	<u>Action</u>
2.0	Previous minutes: Agreed	Note
2.0	Outstanding actions below.	
3.0	<u>Site Manager's Report</u>	
3.01	A site walk was undertaken with an observation that a tap is leaking on the Farm. It has been isolated awaiting repair. Green waste bays on Rose Avenue are getting full. Broken glass in Farm green waste bay. Perimeters and padlocks all secure.	Note
	<u>Scheduled Business</u>	
4.00	Strategic priorities review and assessment. Actions if needed. Funding update.	
4.01	As we were not quorate this has been postponed to May meeting	Note
	<u>NEW BUSINESS</u>	
5.00	Finance – Bank account update & Members Projects	
5.01	The new bank account has been set up. It was decided that funds should be transferred from HSBC by the end of April leaving a residue to cover any delayed cheques still pending payment particularly Merton rent.	Note
5.02	A paper regarding members projects was circulated for review.	Note
5.03	Steffi to send over a form for project fund applications based on Eileen's expenses form.	SB
6.00	Toilet project Update	
6.01	Installation is scheduled for 13 th June. We will require a forklift to move the crates with the toilet components. We will ask CBT if they can increase the award to cover this extra cost.	Note TR
6.02	At the May meeting we need to discuss maintenance of toilet including signage for ploholders on how to use it.	Note
6.03	Tony to check on the warranty of the installation	TR
		Note

7.00	Thefts & Site Security	Note
7.01	We need to chase Merton and SNT about their proposal for site security since we have had a report of someone staying in a plotholders shed and human excrement found again in the community shed. Jo to contact them and the ward councillors.	JR
7.02	It was decided that we should put out a Community Safety Advice to plotholders once the council comes back to us.	Note
8.00	A.O.B	
8.01	There is some discrepancy on the data base over some plot numbers on the Farm. Katy and Jo to discuss and resolve.	KW/JR
8.02	Emails have gone out about paths being used for storage instead of kept on plots. Will check during plot inspections if items have been removed.	Note
8.03	A team on the Farm are clearing the boundary at the back of the site to develop it. This should be commended in latest email out to site.	
8.04	Skip is coming on Friday with dedicated time for the Farm team to clear their waste before the rest of the site on Saturday.	
8.05	Communal area has been rotavated and needs flattening. We will need another community day to get volunteers to help. Suggested date to be May 7 th on Seedling Sale Day. Steffi to do a poster to publicise	Note SB

OUTSTANDING ACTIONS:

Item:	Date:	Action:	Name:	Completed:
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 plotholders to see help Polish team.	JR	

	<p style="text-align: center;">Dates for the diary –</p> <p style="text-align: center;">Next committee meeting 9th May 2022 – Location TBC</p>
	<p><u>Committee Meetings 2022:-</u></p> <p>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>

TFAS MEMBER LED PROJECTS

This note sets out briefly how we will manage the agreement and funding of member led projects.

TFAS has a budget of £500 annually which members can call upon to devise and fund small projects which improve the site. Projects should have a clear budget, should be led by no more than two people and should improve communal areas (ie not individual plots).

When a plot holder wishes to seek funding, they should approach a member of the Committee with their proposal, setting out clear what the project is and how much funding (less than £500) is required). Agreement to a specific funding level will be given by at least two members of the Treasury Team (or if they are not available, two other Committee members). **Project leads should not incur any spending until agreement has been received, agreement will not be given retrospectively for spend made in anticipation.**

Once the project has received agreement and is underway, the project lead should retain and submit receipts for any expenditure to the Treasury team. This can be done in stages or at project end, whichever is easiest for the project lead. The project lead should provide either bank details or a named person for the payment. The Treasury Team will endeavour to ensure payment is made within fourteen days of receiving the receipts and payment information.

If proposals are made for funding that exceeds the annual budget, the Committee reserves the right to agree funding but defer it until the next financial year. If demand rises to an unmanageable level, the Committee will review the annual budget and the rules by which funding is agreed to ensure a fair and equitable system.

TFAS March 2022