

**TAMWORTH FARM ALLOTMENT SOCIETY  
COMMITTEE MEETING MINUTES  
9th May 2022 @ 7pm  
Online Meeting**

**Attendees:-**

Jo Rodgers, Robert Rudolf, Steffi Backhouse, Katy Willison, Tony Redpath, Julie Mallett, Walli Taylor, Bev Stansfield

**Apologies:**

<b><u>Item</u></b>	<b><u>Minutes</u></b>	<b><u>Action</u></b>
2.0	Previous minutes: Agreed	Note
2.1	Outstanding actions below.	
<b>3.0</b>	<b><u>Site Manager's Report</u></b>	
3.01	All permitter fences and padlocks intact. Small details in attached report. Water reading to follow. Rose Avenue store needs to be re-located and fixed down	Note
	<b><u>Scheduled Business</u></b>	
<b>4.00</b>	<b><u>Strategic priorities review and assessment. Actions if needed. Funding update.</u></b>	
4.01	A paper was circulated for information on the status of priorities brought up at first meeting after AGM. See attached. It was suggested that another column be added to indicate member responsible as a tracker.	Note TR
4.02	<p>The following actions were noted :-</p> <ul style="list-style-type: none"> <li>• Handbook to be uploaded to Website now it is complete</li> <li>• Audit – we are still not ready to undertake this. Improvements are still necessary. Suggested to get ready for 2023. Speak to Book keeper for help. Previous treasurer may also be approached.</li> <li>• New bank account is up and running.</li> <li>• Security issues – unlocked gates still a problem.</li> <li>• Toilet project – installation date 25th May. Hoping no delay to delivery.</li> <li>• Community Shed to be available to ploholders. Number for lock to be issued.</li> <li>• Project 2022 update. Maybe a ploholder survey for new initiatives.</li> <li>• Data check – ensure all ploholder details are correct. JM/KW to liaise</li> <li>• Document library – ongoing with latest documents</li> </ul> <p>Well done to the team for a great start to the priority list.</p>	
<b>5.00</b>	<b><u>Plot management and letting report</u></b>	
5.01	Plot inspections have gone ahead with the following notes:	
5.02	15-20 gentle emails on no cultivation. A fairly good response back however about 50% have not replied.	Note
5.03	Follow up inspections mid to end of May with plot reps.	KW/TR

5.04	Another update in June as to status.	Note
5.05	Julie updated on lettings as follows:- No new starters, 30no on waiting list. It was agreed to keep the wait list closed for the foreseeable future.	Note
<b>6.00</b>	<b>Water use strategic discussion – review of water spend. Meter reading. Water communications plan.</b>	
6.01	Castle Water direct debit payment has now reduced to £5/month.	
6.02	Jo has asked them to come to site to discuss water meters and the costs. Rob to attend too as Site manager role and in charge of water readings. Date TBC	JR/RR
6.03	Sprinkler use are an issue which will rear its head again fairly soon. A handful of regular offenders are on the radar.	Note
6.04	An email is to go out to reinforce the rules on water usage before the season kicks off. Jo offered to draft a document for committee review before emailing it out.	JR
6.05	It was suggested that notices go up on the pipes/taps however some are stand-alone and would be hard to install signage.	Note
	<b><u>NEW BUSINESS</u></b>	
<b>7.00</b>	<b>Finance – Timeline for HSBC closure</b>	
7.01	Two HSBC accounts need to be closed. All outstanding cheques have been cleared.	Note
7.02	All direct debits to be transferred over to Metro bank.	KW/JR
7.03	Active account to retain £600 to cover any late bills. Both accounts to be closed by end of July 2022.	Note
7.04	New bank details to be circulated to ploholders	
7.05	Outstanding issue remains over 2020/21 rent payment to Merton. Deductions of around £600 are required because of the duplicate invoicing error which resulted in four plot holders paying their rent to IdVerde by mistake. Negotiations with IdVerde have broken down because they no longer reply to emails. Formal complaint has been made to Merton to resolve the position	Note.  KW
7.05	In advance of new invoicing period in autumn we need lots of communication to let ploholders know the new bank account details.	Note
<b>8.00</b>	<b>Toilet project Update- Signage</b>	
8.01	Practical and legible signage is needed to ensure ploholders use the toilet properly and follow rules regarding what can and cannot be put in the toilet. Tony offered to do some pictorial imagery as we are a multi-national site and to aid limited English speakers.	Note TR
8.02	Ploholders will have to bring their own paper. There will not be a lock or a waste bin. All dry waste/ nappies/ feminine hygiene products to be taken away by ploholder.	Note
8.03	There will not be a lock on the toilet.	Note
		Note
<b>9.00</b>	<b>A.O.B</b>	Note

9.01	Rob advised that a complaint has been made against a plothead on the HS who is washing up in one of the tanks and possibly then using a different tank to water their plot. Katy and Jo to contact them to tell them this is not acceptable and to stop.	KW/JR
9.02	The RA compost bays need a cover after the works done on the community day. Jo offered to get this. Thank you to Julie for taking the lead on this work and making it a success.	Note JR Note
9.03	Julie suggested we ask for volunteers on RA to water the new trees. It was suggested that we ask for volunteers for specific general tasks such as tidying the tool shed. Julie has offered to send out an email.	Note JM
9.04	David Chung's plot – path works. Tony offered to help Julie with measurements for the sand and cement fix required.	TR/JM
9.05	Joan is giving up one of her plots and would like to offer it to school kids in co-ordination with National Trust. Joan to propose plan for discussion at next meeting	JH
9.06	Email out required about dumping shopping trolleys on the site and also unsupervised children on site. JR to include these items in email with notes on committee meeting discussions.	JR
9.07	Steffi asked about having the web designer on board for a specified amount of time to maintain the upkeep until we have suitable long-term plan in place. Jo asked about Back-end client. Steffi to check. Maybe a small fee to the web designer to upload minutes and small minor changes for a year. Steffi to ask how much.	SB
9.07	Jo mentioned wood chip delivery. We should keep in touch with Wimbledon Tree Surgeon. Contact details to go on schedule.	Note
9.08	Orders for September/ October with manure starting again in October. A survey over the summer to decide if we continue with deliveries.	Note

### 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 plotheaders to see help Polish team.	JR	
6.03	4 April 2022	Tony to check on the warranty of the installation	TR	
7.01	4 April 2022	We need to chase Merton and SNT about their proposal for site security since we have had a report of someone staying in a plotheaders shed and human excrement found again in the community shed. Jo to contact them and the ward councillors.	JR	

	<p style="text-align: center;"><b>Dates for the diary –</b></p> <p style="text-align: center;"><b>Next committee meeting</b> <b>13<sup>th</sup> June 2022 – Location TBC</b></p>
	<p><b><u>Committee Meetings 2022:-</u></b></p> <p>4th July 1st August 5th September 3rd October <b>AGM 6<sup>th</sup> November</b> 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>