



TAMWORTH FARM ALLOTMENT SOCIETY COMMITTEE MEETING MINUTES 7 PM, 5 December 2022

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

Apologies

1. Apologies were received from Jo Rodgers, Walli Taylor joined the meeting at 7.15pm.

Minutes

2. Minutes from November meeting were agreed, including dates of meetings next year. AGM date proposed to be 12 November. Noted that a number of actions do not yet have timescales.

Action: KW to liaise with individual Committee members to set reasonable timescales.

Site Maintenance

3. RR updated the Committee on current issues. Regular water meter readings are being taken, even while the water is off, to check for leakage. Garry has finished strimming for the year, the arrangement with him worked extremely well. Garry happy to continue next year. New annual contract needed, to be done before he starts again in March.

Action: JM to upload existing paperwork to Dropbox by end of Jan; and agree new contract with Garry before the end of Feb.

Financial report

4. KW updated the Committee on the current financial spending is in good shape, has largely been regular payments to bookkeeper and Castle Water. Includes £150 for sea buckthorn prickly hedge planting. Outstanding rent owed to Merton from 2020/21 has now been paid, following the receipt of a correct invoice from Id Verde.
5. Rent collection has gone well this year. 88% of rent has been collected, out of 19 remaining debtors, 6 are on track to pay, so 13 outstanding. Eileen will chase these in December, may be followed up by personal contacts from the Treasury Team.
6. It was noted at this point that a plot holder of long standing, who played a major part in setting up TFAS, has given up his plot.

Action: SB and WT agreed to send him a card on behalf of the Committee and possibly framed photographs of TFAS site as a farewell.

7. KW raised the issue of the lack of tools in the Rose Avenue tool shed. All agreed more tools needed, but also a better plan to manage them to reduce risk of theft and disappearance. Plan will be to assess what we need, consider best way to buy them, including sourcing through Freecycle, Olio etc, and then make a monthly check of what is missing. Remind plot holders that tools cannot be replaced indefinitely and that RA tools should not leave RA site.

Action: WT to produce an inventory of tools over the Xmas break and work out a plan for labelled storing.

Action: KW to include a message in this month's email to ask members to return any tools in their sheds and donate any duplicates/ spares.

8. JM asked whether we should pay Garry to trim path of RA plot.

Action: Agreed this would be done by either JR or AR before next meeting.

Priorities

9. AR presented a short paper to the Committee proposing an ordered ranking of TFAS priorities, based on direct benefit to members and long term sustainability. He asked the Committee to sense check the order and reflect on whether any priorities from Project 2019 should be added.

10. It was agreed that:

The café project should not be progressed. Low priority and no capacity available to undertake it.

The beehive project should not be progressed: No lead identified and advice from RHS is that London is oversupplied with bees.

Water project on Farm should be reinstated as a priority.

Solar power supply to community shed: Desirable but no current capacity to pursue. Should be considered as a corollary to the borehole project since that is likely to require connection to the electricity grid. Feasibility work for borehole should include checking with contractors whether boreholes can be powered through solar power.

11. Committee agreed the ranking of priorities with these additions/ changes. It was noted that the list is a substantial one and there is a real risk of over committing. Each priority should ideally have a Committee member lead who will either deliver it themselves (smaller priorities) or convene a large group to work on it (more substantial commitments). The latter included the water supply and conservation work, which would be led by AR and supported by those working with him on the borehole; and the Horseshoe shed, kitchen which would be led by SB, with help from others.

12. The composting priority did not yet have an agreed set of actions or lead member. Various ideas were floated, including circulating advice on how to build a compost bay, sourcing free pallets and holding a workday in April where the Committee would demonstrate how to build one for a "lucky" plot. The absence of a lead to coordinate these would all be kept on ice for the moment and progressed as and when capacity became available.

Action: All Committee members to consider whether they have capacity to lead composting priority work. KW to include a call out to a plot holder to lead this work in this month's email.

Action: AR to amend priorities ranking list to include water project and to identify leads where we have them.

13. RR noted that actions to deliver some of the priorities were already under way, eg the delivery of fresh manure and woodchip, messaging about the cost of water. We should not underestimate what is already being delivered.
14. JM raised the separate list of practical tasks that also require work. Some of these are on the critical path to letting plots so require a plan. It was agreed:

Recently vacated plot on the Farm which needs lots of work: Next task is to remove scrap metal from plot and get it collected. AR and other Ctte members to remove a bit at a time and store in banked area by back gate. Aim to clear plot by the end of Feb, review progress at end of January.

Horseshoe plot: RR and others to aim to remove as many large slabs as possible before the end of December. Plot available for letting from 1 Jan 2023.

Plot requiring disabled access: Work paused until plot holder gets back in touch.

Reinstate path on the Farm: AR to lead and set pace. No dependencies.

Area around toilet: AR to lead and set pace. No dependencies.

New 10 rod plot available on the Farm: KW and JM to visit to establish what is required to split plot into two 5 rod plots before reletting.

Action: JM/ KW to record agreed steps and lead responsibilities on separate practical tasks list.

Insurance Renewal

15. SB updated the Committee on progress to review insurance. More competitive quote has been obtained but needs further clarification on cover. Committee delegated authority to the Treasury Team to decide which company to use and enter into agreement.

AOB

16. AR updated the Committee around NSALG new model rules. These included welcome changes to extend our borrowing powers (making the borehole project more feasible) as well as changes to how we should run the AGM. AR will bring a paper to January Committee setting out changes and recommending whether we adopt them.
17. BS proposed the Committee meet for mulled wine and mince pies on site between Xmas and New Year, date to be agreed on Whatsapp.
18. SB mentioned she had discussed with JR a sound-bite type monthly newsflash after the committee meetings and shared a template suggestion for monthly emails, the aim being to make messages shorter and more readable. All agreed that we would adopt this format in future, including a word count and a reminder that lengthier minutes are available on request and on the website
19. SB noted that we have not paid our website designer recently. The recent server issues are being rectified and outstanding information will be uploaded once this is completed.

Action: Agreed SB will ask him to invoice us quarterly for uploading new material and website management.

COMMUNICATIONS ACTION FOR DECEMBER:

| To: | Format of communication: | Topic/Issue: | Action: | By: |
|-----|--------------------------|----------------------------------------------------------------------------------------------------|---------|----------|
| All | Email | Ask plot holders to return any tools to Rose Avenue toolshed and donate any duplicate/ spare tools | KW | 16/12/22 |
| All | Email | Ask plot holders if anyone would like to lead work encouraging more composting across TFAS site | KW | 16/12/22 |
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OUTSTANDING ACTIONS:

| Item | Action | Name | Target date/ Completed |
|-------------|----------------------------------------------------------------------------------------------------|------------------|----------------------------|
| 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 2023 |
| 14 Nov 2022 | Investigate Rose Avenue handover terms and historic use of land | JR | |
| 14 Nov 2022 | Contact tree officer about trees around site | JR | |
| 5 Dec 2022 | Agree timescales for all actions, where possible | KW | 9 Jan 2023 |
| 5 Dec 2022 | Upload existing Garry paperwork to Dropbox Agree new contract with Garry before the end of Feb. | JM | 31 Jan 2023 28 Feb 2023 |
| 5 Dec 2022 | Produce an inventory of tools in Rose Avenue shed | WT | 6 Jan 2023 |
| 5 Dec 2022 | Send departing plot holder a farewell card and framed photos on behalf of the Committee | SB/ WT | 6 Jan 2023 |
| 5 Dec 2022 | Strim path on RA plot | JR/ AR | 9 Jan 2023 |
| 5 Dec 2022 | Consider whether anyone wishes to lead composting priority work | All CTTE members | 9 Jan 2023 |
| 5 Dec 2022 | Amend priorities ranking list to include water project and to identify leads where we have them | AR | 9 Jan 2023 |
| 5 Dec 2022 | Update practical task list with agreed steps and lead responsibilities. | JM/ KW | 9 Jan 2023 |
| 5 Dec 2022 | Ask website designer to invoice us quarterly for uploading new material and website management | SB | 9 Jan 2023 |

Dates for the Diary

Agreed 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

AGM Sunday 12 November

Monday 13 November

Monday 4 December