



TAMWORTH FARM ALLOTMENT SOCIETY COMMITTEE MEETING MINUTES 7pm, 6 February 2023

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

Apologies

1. Apologies were accepted from Jo Rodgers and Walli Taylor.

Minutes

2. Minutes from January meeting were agreed. KW went through actions, noted those that had been completed.
3. Green waste bay and composting update: The composting team, JR, WT, EC and PS, has made a plan. There will be a community day on 4 March, where one bay will be cleared and made available for compostable material and another bay will be designated as turned regularly. Uncompostable material should go to Farm waste bay. Main issue will be education so people know what to retain and compost on their own plots and what to put elsewhere. There will be a clear message to plot holders that, if rules are not complied with, the waste bay will be removed.
4. All other actions are on track.

Site Maintenance

5. RR updated the Committee on current issues. New padlock is now working on the car park gate. Water meter read, no change.

Priorities and Practical task list

6. All practical tasks were discussed, the path has been reinstated between plots 33 and 34. AR will discuss a practical solution with plot holders of two other impacted plots
7. Great progress made on the Farm plots requiring work to re-let. Scrap metal now all collected. Next action is to get a skip, aim is to have that on Rose Avenue to reduce transportation time.

Action: KW/ AR to book a skip for one Saturday this month and inform the rest of the Committee.

Plot Management

8. KW updated the Committee on the plot management proposals. She proposed that we retain last year's process but ~~communications and ensure that we~~ take evidence decisions well. SB noted the importance of putting efforts into communicating with

people and being as approachable as possible. The Committee agreed to keep the list of reasons why people might not cultivate relatively short and make clear that it is not exhaustive. AR/ KW will email round to people at end of March letting them know of the process and prepare text for a poster for noticeboards.

Action: KW/ AR to publicise plot management arrangements

9. KW updated the Committee on one case of outstanding rent. She outlined measures taken to communicate with the plot holder, but nothing has been received since December, the plot was not cultivated at the end of last season and no rent has been paid. Ctte agreed that appropriate measures have been taken and that a Notice to Quit should be sent on the basis of non payment of rent.

Action: KW to process Notice to Quit paperwork

Lettings Update

10. JM updated the Committee on outstanding plots, six have been let in January, three further remain, plus the one/ two being worked on on the Farm. A further one will now be available following the eviction on Rose Avenue.
11. On the list, three people are not responding to emails and texts, so have been sent a letter to check they remain interested. Plot transfer list has only one person on it. JM will be checking existing waiting list members to check if they remain interested. Committee agreed that the list should re-open when the list falls to 15 people. This should be reviewed in the next few months as we are likely to reach that point soon.

Action: JM to keep list numbers under review and notify the Committee when it reaches 15.

NSALG Model rules

12. AR presented a paper setting out proposals on how to adopt the 2019 new model rules, with adaptations to accommodate our ways of working. Changes AR proposes include retaining our AGM and election of Committee member rules. AR noted that we would be taking on stricter rules in some areas, including the decision on auditing of accounts. He invited the Committee to consider the changes and in particular, to discuss what percentage should be set for being quorate at AGMs. The NSALG model suggests 50% but has agreed that deviation from this is acceptable as few, if any, allotment societies could successfully meet this percentage. A 20% figure would present an ambitious target but still be hard to achieve. It would represent around 32 people, recent attendance at AGMs has been around 20 – 25 people.
13. RR asked about potential for proxy votes. AR said the rules require attendance at the meeting, not voting percentages. Online attendance should work, we could add that into the proposed rules. The Committee noted that we now have tight rules in place concerning our budgets and spending and are open and transparent to all members in terms of sharing minutes. Members should also be invited to attend meetings to observe if they are interested. On this basis, the Committee concluded that it was content with the changes proposed, but preferred to adopt a 10% quorum for AGM meetings. This should be presented to NSALG to see if they agree.

Action: AR to seek NSALG's approval for the draft rules, starting at 10% quorate for General Meetings.

AOB

- 14. KW updated the Committee on her contacts with two other self managed sites, she will circulate a note. She had made useful links and shared knowledge that will allow benchmarking in a number of areas. She had also gathered information which would help us update our concessions policy with Merton.
- 15. SB reminded the Committee of the 26 Feb community day, which would include ground prep for the trees/ shrubs and hedge planting and pruning. RR said we could also plant the sea buckthorn. Need to publicise it in the monthly email.

Action: KW to include text in the monthly email on this

- 16. AR informed the Committee that the City Bridge Trust would like us to complete a monitoring form on the toilet grant. Will need a survey to answer it, but should only do this after the toilet has been in place for a year, say July. All agreed this was sensible.
- 17. EC updated the Committee that she would be contacting Capital Grow to come and talk to members about composting to promote knowledge and encourage beginners.

Action: EC to contact Capital Growth

- 18. RR noted that the access path has been re-established on the Horseshoe and it is now possible to walk round it completely.
- 19. RR proposed that new plot holders should get the offer of buying discounted seeds from Kings Seeds, JM happy to do so, but needs the wording and process agreed.

Action: RR to liaise with JM on process and wording

Action: RR to organise a compost building workshop and organise pallets for building purposes.

COMMUNICATIONS ACTION FOR FEBRUARY

To:	Format of communication:	Topic/Issue:	Action:	By:
All	Email	Green bay waste bay work bay	KW	
All	Email	Ground prep work day.	KW	

OUTSTANDING ACTIONS:

Item	Action	Name	Target date/ Completed
14 Nov 2022	Complete digitalisation of papers	JR	31 Mar 2023
14 Nov 2022	Finalise document retention and GDPR policy	JR/ KW	31 Mar 2023
14 Nov 2022	Plan and execute further planting of prickly bushes/ trees	RR/ JR	30 Apr 2023
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	31 Mar 2023
14 Nov 2022	Investigate Rose Avenue handover terms and historic use of land	JR	31 Mar 2023
14 Nov 2022	Contact tree officer about trees around site	JR	31 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	Ask website designer to invoice us quarterly for uploading new material and website management	SB	28 Feb 2023
9 Jan 2023	JR to ask a plot holder plumber for advice on best way forward on water extension on the Farm.	JR	6 Feb 2023
6 Feb 2023	KW/ AR to book a skip for one Saturday this month and inform the rest of the Committee.	KW/ AR	28 Feb 2023
6 Feb 2023	KW/ AR to publicise plot management arrangements	KW/ AR	31 Mar 2023
6 Feb 2023	KW to process Notice to Quit paperwork	KW	10 Feb 2023
6 Feb 2023	JM to keep waiting list numbers under review and notify the Committee when it reaches 15	JM	
6 Feb 2023	A R t o s e e k N S A L G ' s a p p r o v 10% quorate for General Meetings.	AR	6 Mar 2023
6 Feb 2023	EC to contact Capital Growth about a composting talk	EC	6 Mar 2023
6 Feb 2023	RR to liaise with JM on process and wording	RR/ JM	6 Mar 2023
6 Feb 2023	RR to organise a date for a compost building workshop and organise pallets for building purposes.	RR	6 Mar 2023

Dates for the Diary

Agreed Committee meetings for the year ahead:

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