

Broad Oak Park Allotment Association

Chair: Nigel Feast
Treasurer: Brian Bestley
Secretary: Sophie Ellis-Gilchrist
E-mail: bopallotment@outlook.com
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Minutes

A.G.M.: Broad Oak Park Allotment Association

Saturday 24th February 9:45a.m. refreshments and seed swap

10:00 - 11:15a.m. A.G.M.

St Martha's Church Hall, Cooden Sea Road, Bexhill-on-Sea, East Sussex, TN39 4SL

	AGENDA ITEM
1	<p>Welcome, registration and apologies for absence</p> <p>Representatives for the following plots were present at the meeting: 7, 38, 58, 44, 47, 36, 55, 61, 59, 18, 4, 14, 40, 43, 51, 50, 52, 17, 21, 9, 43, 53, 32, 15, 16, 27</p>
2	<p>Chairman's opening remarks (Nigel Feast)</p> <p>Report on activities since February 2017:</p> <p>Bottom 3 plots (48, 48a and 49) were dug out using a digger to make them useable again. The cost of the digger will be covered by the plot rents within a short amount of time.</p> <p>The volunteer maintenance team mended a significant leak underground on plot 16. Individual plot holders are not responsible for leaks on their plots and the association will do everything in its power to repair these at the most reasonable cost. Thanks to Brian F and Colin F for their invaluable help.</p> <p>The mower broke down. Again, the volunteer maintenance team mended this piece of machinery. It is quite old, but hopefully it will remain in good working order for a couple of years due to the repairs carried out. Bear in mind however, that a new mower may need to be acquired in the future. Thanks to Brian F and Colin F for their practical help and Linda F for sourcing the parts.</p> <p>Social events took place in the summer and early autumn of 2017. These were well attended with about 35 people at both the scarecrow summer picnic and autumn BBQ. Thanks to Julia P. and Steve S. and Jeff E. and Ann B. for their help in setting up and creating the beautiful bunting and autumn flower displays.</p> <p>We now have insurance (from April 1st) for all plot holders to use association equipment to help</p>

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	<p>Keep the site looking good. Julia P. will present the volunteer opportunities later in the meeting.</p> <p>Thanks to Brian B. for keeping the association solvent. We hope to keep the rents down as far as possible.</p> <p>Thanks to Sophie E-G for keeping us organised.</p> <p>Plot holders were made aware that all members of the present committee will have served for 3 years at the end of this year. The constitution requires that committee members serve for no more than 3 consecutive years. We are therefore looking for plot holders to come forward to take up the roles over the next year. We would like a smooth transition, so if you are interested speak to us over the growing season to see sitting of the committee would suit you.</p>
3	<p>Treasurer's Report for 2017 and projection for 2018 (Brian Bestley)</p> <p>Brian B read out the financial report provided to the plot holders in hard-copy form at the meeting. The audited accounts (completed by Mel A. from plot 7) were also available to all plot holders in advance of the meeting by email or post and during the meeting. Thanks to Mel A. for stepping in when our former auditor could no longer complete the audit.</p> <p>The report was seconded by Margaret P. from plot 61 and adopted by vote by all plot holders present at the meeting. 23/24 votes.</p> <p>The plot holders were asked when they would prefer the water supply to be turned on this year. Plot 18 suggested that water butts were available to those who grow in poly tunnels and that we may risk broken pipes if we turn on the supply before the last frosts. The majority of plot holders agreed and the water will therefore be turned on at the end of March.</p>
4	<p>Election of officer roles (February 2017- February 2018) (NF):</p> <ol style="list-style-type: none">Chairperson - Nigel Feast (Plot 50/52)Vice Chairperson - VacantTreasurer - Brian Bestley (Plot 32)Secretary - Sophie Ellis-Gilchrist (Plot 15/16)Up to 6 non-officer committee members - Jeff Eden+Ann Bournier (plot 58), Linda Funnell (plot 52), Brian Funnell (Plot 51), Julia Penfold and Steve Samuelson (plot 27), Roy Caffell (plot 54) and Colin Foster (plot 29)

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f. Financial Independent Reviewer - Mel Adrain (Plot 7)

All plot holders other than those on the election list 18/18 voted the above member of the Association into the roles stated above.

Matters to report and discuss:

a. Constitution and Tenancy Rule amendments (SEG)

Plot holders were sent the proposed changes by email attachment/post in advance of the meeting and hard-copies were available at the meeting.

Multiple Dispute Resolution Process

We wish to amend the tenancy agreement to ensure that repeated breaches are dealt with fairly for the plot holder in breach of the tenancy agreement and the association as a whole.

One plot holder raised the issue of car parking in discussion on this proposed change. 1/24 plot holders voted to allow plot holders to keep their cars by their plots. 23/24 plot holders voted to keep the rules to parking in designated areas.

23/24 voted in favour of the proposed change to the multiple dispute resolution process.

Maintenance of the water tanks

(Please help us to maintain the site by not dumping waste around the boundaries or washing vegetables/boots in the water tanks. The tenancy rules already state that vegetables and equipment 'should' not be washed in the water tanks. The phrase 'should not' has been amended to 'must not' under 3.6.1. in order protect members from contaminated waters.

23/24 of plot holders present at the meeting voted in favour of this change

Half-plot sharing

Several plots are shared to half the workload. We have amended the tenancy agreement to reflect the rights of the 'helpers' when and if the main plot holders decide to relinquish their plot. The helpers will have first refusal to take over the plot as a paid-up member of the association.

23/24 of plot holders present at the meeting voted in favour of this change.

The changes will be made with immediate effect and all plot holders will receive an up-dated version of the Tenancy Agreement and Rules. This will be the version that all plot holders should refer to until further notice.

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b. Plots - identification (NF)

As per the tenancy rules please ensure that your plot is numbered.

c. BOPAA bonfires (NF)

The committee wants to continue to offer the fire for one more year and then review its service. If the rules are contravened again at this point (e.g. household goods, items brought from home and non-combustible materials such as glass and plastic continue to be placed on this fire specifically for diseased crops and rotten wood from plots) the committee will consider halting the annual bonfire. This is due to the time and effort of volunteers having to remove items that cannot be burnt and on health grounds due to the potential dangers of burning non-combustible materials.

There were no objections to this by the plot holders present at the meeting.

d. Members' volunteer groups (JP)

Julia P. presented the idea of establishing 'volunteer groups' to help out on the site. All help, no matter how small or big, is valued. The committee will devise a working plan for the season and then hopefully call on the wealth of skills and abilities of the plot holder to help achieve our goals. We appreciate that plot holders' first priority is their own plot, but to keep our site looking good (site maintenance) and bring the community together (social events), many hands will make light work and it will be easier to get this done for the good of all. Signing up to volunteer may also mean that you get to know other plot holders you have not already met too. There will be insurance for people volunteering from 1st April.

Sophie E-G presented the idea of the Association applying to receive funding to complete sustainable out-reach work with different groups in our community - for example, but not limited to youth groups, those with disabilities, older people, those with mental health issues. Projects may be, but again not limited to, art, food, sustainable living. We are looking for people with experience in writing bids, working with charities, working with specific groups of the community and/ or an interest in getting involved with this kind of project.

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The tick forms were handed out for people to sign up at the end of the meeting. The results of which are following.

- Maintenance -
Strimming of water tank areas - Tony Parker, Trevor Davis, Mark Osmond, Jeremy Maynard
Strimming site borders - Tony Parker, Trevor Davis, Mark Osmond, Jeremy Maynard, Brian Funnell
Mowing - Trevor Davis, Mark Osmond, Jeremy Maynard, Brian Funnell
Mower maintenance - Trevor Davis,
Painting - Tony Parker, Trevor Davis,
Any other - Brian Funnell to advise on correct procedures to carry out site maintenance
- Events management -
preparation tasks, including collecting and delivering - Marisa Parker, Helen Hurworth (cake baking),
setting up - Marisa Parker
clearing away - Marisa Parker, Sue Cuzner
ideas for events -
- Community projects -
bid writing - Jeremy Maynard
experience working with specific groups within the local community - Linda Funnell
project management -

Thank you to all who have already signed up to offer their help.

Those not present at the meeting will also be asked by email to consider signing up to help out in any of these areas.

- e. Scarecrow competition to take place Summer 2018 (SEG)

The scarecrow competition will take place again this summer. We had 7 commendable entries last year and hope to see lots of characters popping up over the site in the coming growing season.

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	<p>Our winner last year was a living scarecrow 😊 This year the association agreed that all scarecrows should be inanimate creations, rather than human. Dates for the competition will be announced later in the year.</p>
6	<p>A.O.B. at the Chair's discretion</p> <p>The re-introduction of bees to the BOPAA site Mark O. of plot 59 put forward the idea of a local bee keeper, David Standbridge, setting up a hive of bees on the BOPAA site.</p> <p>A discussion on our past experience of bees on the site and the need for bees to pollinate.</p> <p>In the past the badgers did not destroy the hive itself, but worried the bees to the extent that they swarmed three times and were eventually removed from the site by a previous bee keeper.</p> <p>The question of where the badgers are getting in was raised. It is not known exactly, but it was suggested that one of the best methods to stop badgers once you identify a hole in the fence, is to drive metal stakes into the ground to stop them entering. Rother is responsible for the fencing and could theoretically be called upon to help, if we need this.</p> <p>23/24 of plot holders present voted in principle to allow another bee keeper to try to keep bees on our site. The committee will meet with the bee keeper to seek reassurances as to how he would mitigate any potential problems with badgers/the natural environment and how he would deal with swarms, before a final decision is made.</p> <p>Gerry C. of plot 17 asked how often do we mow the paths?</p> <p>The main paths/roadways are mown every 3 weeks (NF)</p> <p>Gerry C. asked if it might not be cheaper to hire a mower on a daily rate. At present it is more economical to use our mower. However, we could look into this as and when the mower requires replacement in the future. (NF)</p> <p>Margaret P. suggested that all plot holders could pay an extra £5 ring-fenced as a 'mower-fund'. Currently the BOPAA funds are healthy with future planning in mind. Margaret was thanked for her suggestion, which could be considered if the association needs to raise funds for this service</p>

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	in the future. (BB and NF)
7	Close of meeting 10:55a.m.

AGM Report Saturday 24th February 2018

From the audited accounts I received £2678 in plot rents in 2017 including £192 in advance for 2018 and the expenditure was £2061.56.

About half the expenditure was non-recurring costs including £200 to improve plots 48, 48a and 49, £200 for rubbish clearance, £200 for mower maintenance, £200 for gazebos and thermos flasks and £100 for dummy cctv and cctv notices. It is hoped that the mower will operate for this summer and hopefully longer.

I have received £2532 in plot rents for this year including the 4 rents of £192 paid in advance in December 2017. The bank balance is £4404.29. I have three plot rents still to collect.

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AUDITED ACCOUNTS FOR 2017

INCOME		EXPENDITURE	
2016	2017	2016	2017
	B/F		
£2,279.00	£1,251.75	£88.84 Public insurance	£91.70
£3,070.00	£2,678.00	£234.15 Mower insurance	£176.97
£15.98		£1,719.86 Shed maintenance	
		£690.00 Mower maintenance	£236.48
		£29.89 Mower petrol	£63.60
		£516.39 Plot improvement	£585.15
		£46.12 Social gatherings	£294.76
		£135.00 Hall hire	£74.46
		£391.74 Water rates	£240.02
		£176.24 Secretary's expenses	£158.42
		£34.00 Treasurer's expenses	
		£51.00 Service charge	£72.00
		Rent refunds	£68.00
		£4,113.23 Total	£2,061.56

end of year balance	£1,868.19
2018 rents paid in Dec	£192.00
unpaid cheque	£4.00
Bank Balance	£2,064.19
cash in hand	£1.29
Total	£2,065.48

Signed by  Brian Bestley
 Date 16 Jan 2018

Treasurer


 Auditor