**Agenda**

Committee Meeting: Broad Oak Park Allotment Association

Wednesday 29th November at Little Common Methodist Church, Wesley Rooms, off Shepherds Close, Little Common

Refreshments: from 6:45p.m.

Meeting time: 7:00 – 8:15p.m.

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|  | **AGENDA ITEM** |
| 1 | **Welcome, registration** **Present: NF, BB, SEG, SS, JP, LF, CF, BF, AB, JE, RC****Apologies: None** |
| 2 | **Chairman’s opening remarks (NF)** |
| 3 | **Treasurer’s Report on financial activity since the last comm. meeting 5th September 2017 (BB)**INCOME since last meeting: 2 plot rents at £24 = £48EXPENDITURE:Mower repairs and petrol - £185.19BBQ Thermos flasks food and charcoal - £110.6Water rates July to October - £54.89Hall hire - £18Bank service charge - £18 Total = £386.68Balance = £1905.61Likely future expenditure this year:Secretary's expenses estimated at £50 to print and distribute plot rent invoices.Bank service charge of £18. Giving an end of year balance of approximately £1850. |
| 4 | **Matters to report and discuss:**1. Matters arising from last committee meeting 5th September 2017
* Signage – signs have been produced (NF/SEG) *and will be protected with leftover Cuprinol and secured to gates by (NF)*
* Site rules to be abridged and circulated to all plot holders on the site shed (NF) *– in progress- committee members to take a look at signs and let SEG know if they wish for a separate document to be published on the noticeboard*
* Notice to Quit procedure to be re-formulated (NF/SEG) to be shared with the committee for appraisal – *in progress - see agenda item for discussion – this was discussed as below*
* Consider letting half-plots – SEG to send out email – *in progress for further discussion at committee meeting 29/11 or before by email – discussed as below*
* Water supply to be turned off 31st October and the bill paid (BB) - *completed*
* BBQ – *completed*
* Set up Petty cash system to be held by the Chair – (BB/NF) - *completed*
* Mower to be repaired – BF/CF/RC - *completed*
1. Vacant plot update and rent for 2018

We have 2 vacant plots (28 and 5).A reduction of plot rent from £48/£36 to £40/30 was put forward by the treasurer for 2018. The committee decided to maintain the current rent rates for the following reasons: insurance costs could increase, the mower will probably need replacing in next year or so, therefore a contingency surplus is required. AB mentioned that other allotment societies are under pressure to reduce their rents, but these associations have fewer overheads and they are concerned that this will put pressure on their ability to cope with unexpected costs. The committee reduced the rents last year and feels that the rates are fair at the moment. The committee will continue to review rent rates on a regular basis to ensure economic efficiency of the association and value for money for the plot holders.The committee considered allowing plot rents to be shared to allow tenants to work half plots. 2 options were considered. 1. Promote the rental of half plots with a waiting list for half plots and 2. Allow existing plot holders to seek an official ‘helper’, but remain the main tenant of the whole plot. The Committee voted by 7-8 in favour of allowing existing plot holders to find someone to share with or be helped by BOPAA to find someone to share with before deciding to give up on health grounds or due to lack of time. 1 committee member thought BOPAA should promote the rental of half plots. Only whole plots will be rented out to one main tenant and the waiting list will only be held for those wanting a whole plot. This is in line with existing policy, but tenancy rule 3.2.4 has been amended to set out the rights and responsibilities of the ‘helper’ to remain working the plot if desired, should the main tenant decide to give up. Votes at AGM are linked to the plot and main tenant, therefore if the main tenant and the ‘helper’ do not agree, the main tenants vote will be carried.This amendment will be put the AGM in February 2018.1. Bonfire

The bonfire took place early morning on 13th November. The committee discussed whether to have bonfires in the future bearing in mind the amount of household rubbish that was dumped on the bonfire. SS asked what the purpose of the fire is. Committee felt it is important to allow plot holders to be given the opportunity to burn diseased woody crops at the end of the season without taking them off site.The committee wants to continue to offer the fire for one more year and then review its service. If the rules are contravened 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. This issue will be discussed at the AGM and the committee will make the situation as clear as possible in the communication with all plot holders.JP brought up the dangers of the use of chemicals and the potential contamination of 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. This amendment will be put to the AGM in February.1. 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. The draft agreed at this meeting by the committee will be taken to the AGM for ratification.1. Working Sub-Committee

The committee has always been in favour of fostering greater involvement of all plot holders in the allotment community and it welcomed JP’s suggestion to improve the avenues by which plot holders can do this. JP will present to the AGM our goal to create sub-committees under the following titles decided upon by the committee in this meeting:Maintenance – strimming of water tank areas and/or site borders, mowing or any other ideas such as painting/construction/mower maintenanceEvents management – ideas for events, preparation tasks, clearing upCommunity projects – bid writing, experience working with specific groups within the local community, project managementAny other ideas.1. Shed permission

Permission for the dual plot usage of the shed on Plot 59 (to be accessed also by plot 60) was given as the shed falls within the permitted size and it is at the back of the plot by the fence and will not disadvantage neighbouring plots. The plot holders will be advised that the base must not be secured with concrete by SEG. |
|  | **Close of meeting:** 8:30p.m.  |
|  | **Date of next meeting:** AGM Saturday 24th February 2018 @ 10a.m. Venue t.b.c. |