

Alsager Gardens Association

Minutes of Committee Meeting Held On 26 June 2018

PRESENT

Members: Adrian Ford (Chairman)

Pauline Hubbard (Vice Chair and Minutes) David Pitt (Treasurer) John Nixon (Rep Talke Rd)

Mike Smith (Rep Coronation Ave) Mike Hubbard (Rep Cedar Ave) Judith Ford, David Spall (Trading Secretary)

<p>1. APOLOGIES Hilary Robinson (Membership Secretary) Derek Hough(President)</p> <p>2. MINUTES of meeting held on 29 May 2018 approved.</p> <p>3. MATTERS ARISING</p> <p>PH reported that the insurance compliance regarding the proposed replacement steel door from LT Garage Doors, remains unclear. DP to supply PH with the insurance documents for PH to contact Insurer direct to determine if proposed door will comply.</p> <p>4.TREASURER'S REPORT</p> <p>Cash & Current a/c £6034 Reserve £4356 Total £10390</p> <p>Liabilities KG Loach £74to pay</p> <p>Rents received £3961(135.5 half plots plus 3 x ARB) compared to £3823 (136.5 half plots). An increase of £138</p> <p>Subs. received is £636 (182members) compared to £616(176 members)</p> <p>Trading to 20/06/18 £2931 compared to £3019 last year a decrease of 3%</p> <p>5. TRADING SECRETARY'S REPORT</p> <p>DS reported that he has restocked as necessary and that trading is now slowing down. Problems have been experienced with the Weed Sprayer nozzle which will be assessed and repaired if possible.</p>	<p>PH/DP</p>
<p>6.SECRETARY'S REPORT</p> <p>6.1 Meeting with Alsager Town Council 26 June 2018</p> <p>PH reported on her meeting with Alsager Town Council representatives, Eddie Attu(EA) Assets Manager and Joanne Melia (JM), Finance Officer.</p> <p>EA had undertaken his annual review of all sites.</p> <ol style="list-style-type: none"> 1. Cedar Avenue. He will be pursuing the issues of the stream bank erosion and tree debris following cutting, with Cheshire East and is seeking provision for works within the capital programme. 2. Coronation Ave. There is an issue of trees overhanging the site. The surveyor is to give an opinion as to action require. If the trees are the responsibility of Cheshire east they will not see this as a priority. 	<p>DS/MH</p>

<p>3. Talke Rd. A section of fencing has been damaged following mowing of the field. EA will approach those responsible to affect a repair.</p> <p>4. Lawton Rd. Some trees on the boundary are posing a problem. EA will identify the residential owner and write a letter requesting action.</p>	
<p>EA has requested keys for access to all sites. This was approved. PH to provide.</p>	<p>PH</p>
<p>EA had advised PH that he is to draw up a “Who is responsible for What” document for committee approval. EA will liaise with PH regarding the content and agreement from both sides. AT present EA believes that the Toilets and Paths at the sites, should be maintained by the Association as it is the Association who have financed/provided these facilities.</p>	<p>PH</p>
<p>EA had also referred to Legionella management requirements in relation to the Toilet Blocks on site. PH has asked EA for more information.</p>	
<p>The committee believed the toilet blocks did not present a Legionella risk as they are cold water supply only and direct from the mains. Advice had also been taken from the manufacturer at the point of installation who had confirmed they did not pose a Legionella risk. PH will feed back to EA and ask for further evidence of any legislation requirements and clarify the landlord’s responsibilities</p>	<p>PH</p>
<p>BUDGET</p>	
<p>JM provided PH with a Month 2 budget statement. This shows a budget income from allotment rents of £5387 and a management charge of £2693 representing 50% of the allotment rents. The 2018 repairs & maintenance budget is £1500, and the water & sewage budget is £338 – which was insufficient to meet expenditure last year. PH advised JM that the water bill is likely to be higher again this year due to the dry weather conditions. JM confirmed that the maintenance budget would not be used to offset the overspend on the water budget.</p>	
<p>PH has requested an initial skip (for clearing the accessibility plot) and the new trading hut door to be purchased from the ATC repairs and maintenance budget. The VAT on these items can be reclaimed by ATC.</p>	
<p>JM briefed PH about the Request for Grant procedure, submissions by September.</p>	
<p>It was agreed that PH submit a grant application in respect of the Annual Show and expenses incurred in hiring the Civic.</p>	<p>PH</p>
<p>GDPR</p>	
<p>Carol Bagnall (CB) Assistant Town Clerk, referred to the new GDPR requirements. PH has advised that we see the AGA as a separate body and that we have updated our web site, published our Privacy Notice and amended our documentation to reflect this. The AGS do not share any data with ATC. PH has advised CB that the detail of our officers is on our web site and publicly available.</p>	
<p>6.2 Accessibility Works</p>	
<p>It was agreed to obtain a quote for increasing the central path from 2 slabs width to 3 slabs width, including the retaining wall and the edging path for the adjoining allotment plot.</p>	<p>PH</p>

6.3 Update on Annual Garden's Competition

Details have been published in the Alsager Chronicle however only a handful of entries have been received and the closing date is 30th June. All agreed to seek further entries.

ALL

PH referred to the suggestion of the role of Media/Publicity Officer and asked DS if Pam Spall would consider this role. DS to enquire

DS

6.4 Alsager In Bloom

Alsager in Bloom will be visiting Cedar Avenue Allotment on the afternoon of Friday 20th July 2018 as part of their assessment. PH and MH will escort the party around the site.

7. ALLOTMENT OFFICERS' REPORTS

- Coronation Avenue- 1 x quarter plot available. MS contacting those plot holders whose plots are in poor condition.
- Talke Road – JN reported that there are no vacancies at present, but one plot holder has given notice of vacating in October. JN will be approaching those tenants whose plots are in poor condition, in November to ascertain if they will be retaining their plots or vacating in 2019.
- Lawton Road – Several plots available. AF reported that 3 tenants have vacated and that for those remaining tenants who have outstanding rents letters of termination will be sent.
- Cedar Ave – Site full. MH reported that he has contacted those plot holders whose plots are in poor condition. Issues have emerged regarding tenants not locking the gate at entrance/egress to the site. The committee confirmed the policy is to lock the gate to ensure safety and security. PH to review rules etc to ensure clarity and expectations of tenants.

MS

JN

AF

PH

10. Annual Show to be held on 1st September 2018

Progress and actions are up to date. DS will arrange for the Gardens Competition certificates to be printed.

DS

It was agreed that this will be the main item on the July Agenda.

PH

10. Any Other Business

DP reported that due to commitments there will be a requirement to move the AGM from Mid-February to Mid-March. He will brief the auditor as to the annual accounts as appropriate.

ALL
TO
NOTE

Newsletter and invoices would be sent out together as usual.

DS/DP

It was noted that the signatories on the Associations Bank Account required updating. DP to arrange for deletion of old signatory and new signatory PH to be added.

DP

11. Date of Next Meeting 31st July 2018

12. The meeting closed at 9.00pm