

**ALSAGER GARDENS ASSOCIATION
MINUTES OF COMMITTEE MEETING HELD ON 18 AUGUST 2020
'ZOOM' ONLINE MEETING, DUE TO COVID19**

PRESENT

Members: Adrian Ford (Chair), Pauline Hubbard (Secretary/Vice Chair), Judith Ford, Hilary Robinson, David Spall, Mike Hubbard, Lynne McCabe

1 **APOLOGIES - Derek Hough**

2 **MINUTES OF MEETING** held on 30 July 2020 approved

3 **MATTERS ARISING - Kings Catalogues** have now arrived and are with Site Managers.

4 **TREASURER'S REPORT**

Cash/Current a/c £5509 Reserve a/c £4371. There are no liabilities.
Trading [to 9/8] £3416 – last year £3675 Decrease £259[7%].
Rents Received d £4968 – last year £4702. Increase £266.
Subs Received d £760[190] – last year £852[213]. Decrease £92[23]

It was noted that DP intends to pay out the Honoraria over the next few weeks and this will be by cheque in most cases.

A decision on the rents and subs /Charges is required for the next meeting

DP will need allotment schedules from all site managers by 25/10 at latest to enable the database to be updated for invoice production. Once produced DS believes that the majority of these invoices may have to be posted to allotment holders. **MH JN MS AF**

HR questioned the need for majority of invoices to be posted, given that most members have email facilities.

It was noted at this point that DP will be giving up his role as Treasurer at the end of the Allotment year, so it is essential that we ensure we have up to date lists of names and addresses, email addresses of all members. This could then facilitate changes in the way the Society communicates with members. This to be discussed at a future meeting. **AF PH**

DP and HR have asked that Site Managers to provide updated schedules. **MH/JN/MS/AF/DP/HR**

5 **TRADING SECRETARY'S REPORT**

No trading has taken place since the last Open Hut Day. More compost stock needed. The Hut will be open next Sunday 30th August for trading. AF to let DS know of any outstanding orders. **AF**

6 **SECRETARY'S REPORT**

UPDATE ON EXISTING FACE VISORS. PH has requested 50 more, these arriving next week. Although these visors are designated as single use, CVS have received advice that we are able to re-use them with condition that they are allocated to a single person, cleaned by owners after use with appropriate sanitiser and quarantined for at least 72 hours. Four reusable visors at a cost of £10 have been sourced from warehouse in Chester, to be delivered to AF to distribute as required. **AF**

UPDATE ON PLOTS AND WEED NOTICES

Several Notices have been issued to tenants, most responding positively but some challenges have been made which are being actioned. Discussion took place about reference to a previous site manager and a committee decision regarding an orchard being approved for plot 37.2, together with the question over who is the actual tenant. The committee had no recollection of the previous "Orchard" decision, that such a decision would not have been approved and that current rules would be applied at the appropriate point. PH to respond to the tenants accordingly. **PH**

7 POLYTUNNEL REQUEST FROM TENANT

A request has been received from a tenant to erect a poly tunnel that exceeds the size as stated in the Association rules (Section 7). It was noted that the allotment sites house a small number of polytunnels and shelters which do not comply with the existing rule. However, these units have been in place prior to the existing rules being established. The committee had determined that such historical units could remain on site until such a time that the tenancy of the plot changed.

The Tenant, new to the site in July, has been provided with the rules which form part of the signed tenancy agreement. It was agreed by the Committee that large poly tunnels are not acceptable on the sites for several reasons including management of water (rain and tap water). Discussion ensued and the committee declined this request. PH to relay this decision to the tenant. **PH**

8 BEST ALLOTMENT AWARDS It is proposed that this be a low key, COVID 19 compliant event, to held at the Civic Centre with presentation by the Chairman of Town Council. A certificate will be presented (wording of which to be arranged between PH and DS, who kindly agreed to print them) with no physical contact to take place, cash prizes in envelopes. Photographs will be taken and will comply with social distancing etc. requirements. **PH DS**

9 RISK ASSESSMENT FOR TRADING HUT - Judith Ford outlined the Risk Assessment she has prepared and the Secretary thanked her for her hard work and diligence, producing an excellent report which sets out clear guidelines to ensure the safety of our Volunteers and customers.

Risk Control Measures provide advice and links covering Ventilation, Cleanliness of Work Areas, Gloves, Hand Cleansing, Minimising Contact Time, Social Distancing and Face Coverings.

In the Hut we currently work to phone/email ordering, phased collections, and social distancing. We have a fixed team of Volunteers who work back to back, unless family members, and operate a one-in, one-out system.

PH suggested that we give further thought to the provision of screens between customers and volunteers and the possibility of appointing a 'Covid Officer' from amongst the volunteers to ensure rules are followed. The Risk Assessment report will be published on the website and announced in the next Bulletin. **PH**

It was confirmed that hand sanitizers are in place.

The committee approved the Risk Assessment.

10 AUGUST BULLETIN

To include

- 1) Details of Allotment Awards, if they have been confirmed, and winners if notified by the time the Bulletin goes out. See Item 8.
- 2) Appeal for a new Treasurer
- 3) Contribution from Hilary – for September Bulletin – the merits of different potatoes

11 SITE MANAGERS' REPORTS

All sites remain full (1 raised bed available at Lawton Road) and there is a waiting list.

MIKE HUBBARD, Cedar Avenue - Very helpful visit from Town Council. He will investigate Tree Cutting on site. Very impressed with the Site as a whole. All plots and raised beds are taken and overall, the site is looking good.

ADRIAN FORD, Lawton Road - Visit from Town Council. Trees and verges have not been cut, bins untidy. Hedge needs trimming and unsafe branch needs cutting back. Fencing on remaining 2 sides of site. Some plots need attention. AF to action and to advise if notices need to be issued. 1 Raised Bed available.

MH noted request for soil improver and will convey this to the Asset manager.

AF
MH

12 Any other business

Several requests have been sent out re the role of Treasurer. To date no firm offer has been received.

13 Next Zoom Meeting

29 September 2020 at 7 pm

Agenda Items to include:

- Manure – possible new source
- Search for a New Treasurer
- Setting the Charges for 2021 – Subs and Allotment Fees

14 Close of Meeting - 9 pm