

PITSTONE ALLOTMENT ASSOCIATION

AGM Draft Minutes

Pitstone Millenium Hall-Small Meeting Room

Monday 25th June 2013 8pm

Present: Cllr Annie Stack (Chair), Marjory Rankin (Secretary), Maria Lashley, Gill Lloyd, Jane Pearce (Treasurer), David Lee (Site Manager), Brian Brooks

Apologies: Liz Sands

Attendees: 17 Plot holders attended the meeting

1. **Welcome from the Chair of PAA:** Annie Stack asked if the minutes of the 2012 could be approved. Bob Saintey seconded the motion and they were approved. She introduced the members of the committee.

2. **Annual Review:**

There are 48 tenants on 69 plots.

5 people are on the waiting list and 2 waiting for bigger plots

3 more new plots will be created when the earth mounds are moved (in the autumn)

No fund raising has been done in the last year. There had been 3 events in the previous year which were badly supported.

This year the PAA is having a stall at Party in the Park on 13th July. We are asking for a small amount of produce, plants, jams etc from everyone to sell on the stall.

We now have a new web site : pitstoneallotmentassociation.org.uk

3. **Accounts:**

Jane presented the following report:

"When we increased the rents last year, the idea was to ensure that our annual subscriptions covered the running costs of the site- as you can see last year we did no fundraising but marginally increased our cash/bank balances. This was as a result of a slightly increased amount paid for our Public Liability Insurance but only having to cut the site verges once rather than twice during the year.

Before we receive next year's subscriptions from the Parish Council, we will need to pay for Public Liability Insurance (£100), NSALG subscriptions (£20), grass cutting (£200), hall hire for the AGM (£20) and some maintenance to the site. The Site Manager has replaced a valve on the middle water trough and we have bought another deer alarm and replacement batteries. With these estimated costs deducted (approx £400) from our total funds of £1,855.21, some £1,450 remains which is money which has been raised in earlier fundraising events.

We are responsible for the upkeep of the site and repairs/maintenance of the troughs and therefore we should retain at least £600 as a contingency for this and also to cover budget shortfalls. We are keen to review the Public Liability Insurance provision and would welcome advice from anyone who has expertise in this area. This may result in an increased cost for this cover.

We therefore have about £850 to fund projects which the tenants feel would benefit the site. In addition we are having a stall at The Party in the Park on 13th July which we hope will add to these funds and allow us to improve the site facilities. “

A discussion then took place about Public Liability for both the PAA and individual tenants.

4. Site Manager Report:

It has been a good 12 months. There have been 2 formal Health and Safety inspections. A report was issued to the committee and the parish council. Various actions taken include: Removal of the earth overhang on the mounds, track erosion- thanks to all who helped fill it in with stones, minor repairs to the gate.

Inspection of the plots shows improvement in the cultivation of the unkempt ones.

The car park will need to have the weeds removed.

Advice was sought on the hedge and it will need a light trim in the next year or so, with a possibility of “hedge laying” some of it which would take place when it has made 7 years of growth.

A new valve was fitted to the middle tank.

5. Committee Selection:

The committee stepped down and were duly re-elected as follows:

Annie Stack	Chair and Pitstone Parish Council Representative
Marjory Rankin	Secretary
Jane Pearce	Treasurer (for only one more year)
Dave Lee	Site Manager
Brian Brooks	Website Mgr
Maria Lashley and	Fund raising and publicity
Liz Sands	“
Gill Lloyd	

Annie Stack asked if anyone was willing to join the committee.

6. Fund Raising:

Annie Stack proposed that we buy another water tank for the site, to be sited on the car park side of the plots. The meeting agreed to this proposal. The PAA would need to obtain consent from the Parish Council to do this. Costings would then need to be sought and match funding obtained in order to carry out his work.

Questions from attendees:

Should tenants have their own Public Liability Insurance? Yes this is a requirement South West Allotment Association will cover any allotment for £5

Could a plastic greenhouse be erected? No- no structure over 4ft in height on site.

Could grass clippings be put under the hedge? This was agreed to , and could tenants nearest to the hedge please cut the weeds down in their part of the hedge.

7. AOB:

None