



Ashbourne Allotment Association Limited

Committee Meeting Minutes

Date: 6th December 2023

Location: Ashbourne Ex-servicemen's Club

In attendance were: Suzanne Norton (SN) (Vice Chair), John Scott (JS) (Secretary) Gill Reynolds (GR), Frank Jeffery (FJ), Nigel White (NW), Glenn Cook (GC), Rick Plant (RP).

1.0 Apologies:

1.1 Barry Morrison (BM) (Chairman), Max Hathaway (MH) (Treasurer), Nigel Coe (NC) (Membership secretary), Emma Dungey (ED).

2.0 Financial report: (MH):

2.1 Monies in Bank at 6th December 2023 = £2,600

2.2 Outgoings: Potato and Onions purchases: Value £300.25

2.3 JS presented the budgetary figures for the year ending December 2023.

2.3.1 The monies presently available for projects, site maintenance and sundries are £900.

2.3.2 For 2023 the outgoings were higher than income. This was covered by underspends in 2022. More attention to outgoings or spend will be required in 2024

3.0 Membership and Tenancy Agreement (NC):

3.1 Waiting List: As of 29th November 2023, = 15,

3.2 Other: Currently we have one plot (#4), which NC hopes to let within a few days.

3.3 2 The following plots will become vacant in the coming months as they are cleared (Nos 87 & 73).

3.4 Mary Smail (Plot 32) re: her greenhouse and stored materials from plot shed.

Mary Smail has been notified that her shed has been cleared and the removed items are now stored awaiting her collection within the Community Shed.

3.4.1 The committee agreed that all items belonging to Ms Smail, including any vegetables, fruit trees are to be removed from the AAA site by the 17th December. Ms Smail to be notified accordingly.

3.5 Agreed: To send out Health and Safety policy with the Tenancy Agreements.

3.6 Agreed the following tenancy agreement changes:

3.6.1 Clause 29: The section to be amended to remove the statement that the right to appeal to the Annual General Meeting of the Association, this section of the clause was agreed as being too impractical, but to retain the statement: excluding any Committee member who is party to the dispute, (these parties to include the plot inspection team where applicable).



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4.0 Secretary (JS)

- 4.1 Shop. Stock check required.
- 4.2 JS: To check on the Allotments Association Society. Why did we cancel our membership and costs.

5.0 General Site Condition and Maintenance

- 5.1 The large gate posts adjacent to the car park need replacing due to rot. Mechanical assistance i.e. JCB needed to assist
- 5.2 Water pipes: Recent cold weather has split several blue pipes
 - 5.2.1 Site Taps: Tap Washers to be replaced as part of annual maintenance.

6.0 Plot Inspections (RP, NW, FJ)

- 6.1 RP: Outlined the problem of AAA members who marginally maintain their plots, and are not truly productive. It appears the same plots are on a `round robin` of warnings, tidy up`s and further warnings.
 - 6.1.1 Agreed: the `Tenancy Agreement` should include a clause for `Minimal Standard of Production`
 - 6.1.2. Agreed: Plot holders to be asked to report any mitigating circumstances that prevents the plot being productive.
- 6.2 RP: Plot inspections occur presently once every 3 months. A new inspection period of monthly is to be actioned from 1st April 2024
 - 6.2.1. A notification to members of pending inspection to be sent out prior to the inspection an added paragraph *`If you are having problems maintaining your plot, please let the inspection team know`*

7.0 Health and Safety

- 7.1 NW: Raised the question that the AAA needs to investigate any areas of Health and Safety that the AAA may be lacking. Actions were agreed:
 - 7.1.1 Disabled visitors and members. Are we taking reasonable steps to avoid hazardous areas. Inspection of the site is required.
 - 7.1.2 Signage for Petrol and Poisons for both storage containers is required
 - 7.1.3 Recording usages for hazardous materials
 - 7.1.4 Grass Cutting in Progress signage is required
 - 7.1.5 Data sheet for Poisons required.
 - 7.1.6 Investigation into materials handling when storing products for the shop required.
 - 7.1.7 Rat Boxes: Plot number to be painted on the box as per the plot number. Record the date and quantity of poisons used and replaced.
 - 7.1.8 GR: raised the question regarding the scale of the problem with rats this needs investigating.



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8.0 Website update (GR)

8.1 Nothing to report.

9.0 DDDC Matters (SN):

9.1 SN: New Lease: Land Registry documents are in progress of completion.

9.2SN: Presented a demand from the DDDC for the AAA to pay a yearly rent of £1, this to be paid by direct debit. JS: to present to MH for payment.

10.0 AOB

10:1 Agreed: The next AGM will be either the 13th or 20th March 2024. To be confirmed.

Next meeting: Wednesday January 24th 2023, Time 7:15pm Venue: Ex-Serviceman`s Club

John Scott
13th December 2023