

Highfield Lane Allotments



Minutes of the AGM held on the 12th June 2021

1 The meeting was opened by the Chairman at 10.00am.

2 Members recording their attendance: C & M Smith (1667); D Barker (1720); A Maynard (1719), S James (1727), J Morley (1724 & 5), J & M Macquisten (1722); R Cox (1706), A Hollingshurst (1672); L Pritchard (1673B); D Astle (1712A); H Smith (1712A); E Taylor (1675); P Creaney (1733); K Woodward (1669); M Murtag (1701D) and L & W McCauley (1676).

3 Apologies received from K Simpson; C Simpson; W Cchojonwski; S Nicklin; J Porter; J Spence; P Aston; G Prosser; M Hollingshurst; B Hollingshurst and E Speight.

4 Minutes of the 2020 AGM were not available on the website and were read out in full by the Hon Secretary.

5 There was no matters arising from the minutes.

6 The 2020 AGM minutes were accepted: proposed J Macquisten and seconded by M Smith with all being in favour. The meeting Chairman signed the minutes.

7 There were no correspondence pertaining to the AGM.

8 The Chairman reported that there was not much to report in a weird year where everybody coped. Thanks was expressed to the committee; Michael, for work connected with the shop, all who helped in the shop and to Brian for his assistance in helping to make the shop work during the week. We virtually did what we were told to do as per the various Covid-19 instructions and advice notes. As for the toilet I think we went in the right direction although some people were not happy. The guidelines in 2020 were followed. One last point which related to the defibrillator in the meeting room; I found that on one occasion access was hampered by scrap metal being stored in the meeting room this has now been cleared but access to the defibrillator must be clear at all times: It could be a matter of life or death.

9 To discuss any matters arising from the meeting Chairman's report. It was confirmed that the scrap will be stored elsewhere on site.

10 The Trading Secretary, via a written report, confirmed that we had a good year for Kings seed and that we have sold extra compost and manure.

I would like to thank all those who helped unload lorry deliveries and helped in the shop. Also, thanks to Jack for collecting stock in his lorry.

A big thanks to Jenny for keeping shop rota going and to those who help keep shop open you know who you are. We could not do it without you. I shall not be standing for re-election due to ongoing health issues.

Lastly my thanks to Barbara for keeping me going.

11 Matters from the Trading Secretary's report: Firstly, C Smith and J Morley proposed a vote of thanks to Michael for all his work related to the shop and work on the site. All present agreed. It was confirmed that Michael has agreed to provide training for the next Trading Secretary, subject to his health.

12 The Treasurer circulated copies of the audited accounts and reported the following: -

Starting with the allotment accounts:

This year we have £707 more income than we have expenditure.

CEFAS provided £150 of that (the Centre for the Environment, Fisheries and Aquaculture, based in Lowestoft). Adrian provides them with a sample of root vegetables, and they check for radiation in the soil.

The Water Company, having sent regular, if low estimated bills throughout the year have not sent one since September. I calculate that it should be £570, so actually we have only raised £130 more than we have spent. Owing to unforeseen circumstances there were no working parties, and the road has not been maintained.

The maintenance figure is for some work on the gas fire in the shop and on the water taps.

Turning to the Shop:

Owing to the Coronavirus situation the committee took the decision in March to cease the regular opening of the shop. However Statutory Instrument 350 Coronavirus Regulations (England) states that Agricultural supplies shops can remain open, and it shall be a lawful excuse to visit them, and that has continued to be the official advice. Trading reverted to an older model, with orders being left in the box and delivered to plots, or by simply asking a shopkeeper when you saw one on site. And strangely this worked extremely well. The amount of stock traded was a record.

The seed order this year was also a record, and for the first time we ordered the potatoes direct from Kings. This will make the accounts clearer in the future as I will not have to carry money over from year to year. We received a discount of £309 on the order. Kings had some problems with the virus, but hopefully the orders have arrived now.

Turning to the rents:

- 1) The 2021 rent payable to the City Council is the same as the 2020 rent.
- 2) It will go up by £236 in 2022 (about £3 per plot)
- 3) Because of the seed order discount and shop profit we were able to reduce the rent from 14p per sq. metre to 12p per sq. metre. Use of the shop makes a substantial contribution to keeping the rents low.

Banking has proved difficult this year. Our branch in Allenton was scheduled to close in May, but actually closed in March, leaving just the main branch in town, where unfortunately the queues reached down St Peters St as far as Montague Burtons. I decided to try using the Post Office. This initially worked well, and **I would like to express my thanks to all who paid by cheque.** I just have to put them together with a paying in slip in an envelope and give them in at the Post Office. (Special envelopes are provided by the Post Office). To pay cash in you need a bank card. Eventually, after some effort, I obtained a "deposit only" card from Barclays. You just give the cash in at the Post Office, put the card in the card machine, check the amount and press the green button. Its simple and it works.

13 From the Treasurer's report there were no questions raised.

14 The audited 2020 accounts were signed off by the Auditor. It was proposed by R Cox that the accounts be accepted, seconded by E Taylor. All present were in favour. The meeting Chairman, Proposer and Secunder signed the accounts.

15 The Treasurer thanked Sue James for her work as auditor. Sue has agreed to carry out the duties of auditor for 2021. C Smith proposed the appointment to continue R Cox seconded and all present were in favour.

16 Card Reader for the shop (from 2020 AGM). Discussion of the purchase of a card reader. Points made included:

people on site know we take cash or cheque payments.

We do not deal with the public (except at the Big 1).

We will need to; buy a phone; buy a card reader; buy data for the phone. And pay the card Company. Could we increase turnover enough to pay these charges?

Bank transfer by phone could be a way forward

Some of the current shop staff expressed that they would not be willing to work in the shop should card payment be introduced.

It was proposed by, H Smith, that we leave the situation as it is and discuss at next year's AGM. This was seconded by A Hollingshurst. All in favour.

18 The current officers and committee were thanked for their work and dismissed but continue until the end of the meeting.

19 The Allotment Members to appoint new officers and committee from the "members attending".

Written nomination was submitted for the following positions:

Position	Nominee	Proposed	Seconded	
Chairman	K Woodward	J Macquisten	A Maynard	
Treasurer	C Smith	J Macquisten	J Macquisten	
Secretary	A Maynard	J Macquisten	K Woodward	
Committee	J Macquisten	A Maynard	C Smith	

The remaining appointments are to be made at this meeting. The Secretary was asked, at the last Committee Meeting, to remind people that should three meetings be missed, without a reasonable excuse, then that person would be deemed to have resigned from the committee.

Position	Nominee	Proposed	Seconded	Vote
Trading Secretary	Vacant			
Committee	D Barker			
	R Cox			
	B Hollingshurst			
	J Morley			
	A Hollingshurst			
	D Astle			
	E Turner			
Good Life Editor	M Macquisten			
Toilet Tech	J Macquisten			

All the above was elected by those present. E Pooles is to be contacted by email to see if she would be willing to continue. K and C Simpson have been sent an email but not responded.

20 AOB:

a) From A Hollingshurst; a concern about people being chased by BEES. Consideration to be given about relocation. It was agreed that this item be considered at the first Management Committee meeting.

21 The date for the first committee meeting of 2021, subject to step 4 being confirmed, is 10.00am at the Site Meeting Room Saturday 26th June.

21 The meeting was closed by the Acting Chairman at 11.26am

	2020	2019
<u>Allotment income</u>		
Affiliation in year	6.00	15.00
Rent in year	29.58	966.10
Rent taken in advance (in 2019)	2174.48	1636.93
Affiliation taken in advance	213.00	222.00
Donations	46.46	23.66
CEFAS (Note 2)	150.00	150.00
Total Allotment income	2619.52	3038.69
<u>Trading income</u>		
Sales	4855.45	2768.74
Seed Orders	1688.25	1131.96
Associate membership (see note 1)	1.00	5.00
Total Trading Income	6544.70	3925.27
<u>Total Income</u>	9164.22	6963.96
<u>Key deposits</u>		
Key Deposits	300.00	420.00
Key Refunds	-40.00	-220.00
Total key deposits	260.00	200.00

Notes

- 1) Associate membership is £1
- 2) Centre for Environment, Fisheries & Aquaculture Science

	2020	2019
<u>Allotment expenditure</u>		
Rent to city council	458.00	910.00
Rubbish removal	84.00	143.52
Asbestos removal	0.00	55.00
Insurance	419.97	419.96
Water (low, est bill paid to 23/9)	391.72	600.13
Affiliation to NSALG	225.00	234.00
Maintenance	56.02	20.00
Goodlife	0.00	29.94
Petrol & Oil	21.38	23.84
Miscellaneous	5.78	55.12
Keys(20+barrel)	250.40	0.00
Secretaries expenses	0.00	0.00
Treasurers expenses	0.00	0.00
Total Allotment expenditure	1912.27	2505.36
<u>Trading expenditure</u>		
Purchases	3180.48	1521.26
2019 Potato orders	106.48	165.78
Seed order total cost	1688.25	1131.96
Seed order discount	-309.29	-259.47
Trading Secretaries expenses	0.00	51.03
Shop expenses	125.64	106.18
Total Trading expenditure	4791.56	2716.74
<u>Total Expenditure</u>	6703.83	5222.10

Balance sheet		2020	2019	
Cash b/f to hand	4.80		7.64	
in bank	15073.05	15077.85	14302.60	14310.24
Less Rent collected in advance	-2387.48			-1858.93
Allotments (Inc – expend)	707.25		533.33	
Shop (Income-expenditure)	1753.14		1208.53	
Operating profit (before liabilities)	2460.39		1741.86	
2021 advance rent	1883.31		2174.48	
2021 advance affiliation	225.00		213.00	
Key Deposits	260.00		200.00	
Total	17519.07 =		15077.85	
Cash c/f to hand	92.90		4.80	
in bank	17426.17	17519.07 =	15073.05	15077.85
Liabilities				
Water estimated (bill paid to 23/9)	570.00			
2021 advance rent	1883.31		2174.48	
2021 advance affiliation	225.00		213.00	
Roadstone on order	0.00		0.00	
Water contingency	1300.00		1300.00	
Stock held as cash (max £3000)	925.20		389.41	
Toilet pump out (see note 1)	250.00		250.00	
Defibrillator Battery (14/7/21)	250.00			
Key deposits (116 @ 20) + (38 @ 30)	3460.00		3000.00	
Total liabilities	8863.51		7346.46	
Available cash at year end	8655.56		7731.39	

Trading Profit & Loss account.		2020	2019	
Stock at 1st Jan	2610.59		2901.79	
Stock Purchased	3180.48		1521.26	
Total Stock	5791.07		4423.05	
Current Stock	2074.80		2610.59	
Stock sold during year at cost	3716.27		1812.46	
Trading income during year	4855.45		2768.74	
Plus associate memberships	1.00		5.00	
Total income	4855.45		2768.74	
Trading surplus *	1139.18		956.28	
Profit margin *	30.65%		52.76%	
Seed order discount	309.29		259.47	
Gross surplus	1448.47		1215.75	
Less :-				
Trading Secretary's Expenses	0.00		51.03	
Shop expenses	125.64		106.18	
Total expense	125.64		157.21	
Nett Surplus	1322.83		1058.54	
Nett Surplus per plot (80)	16.54		13.23	

Notes

- 1) The committee has decided in 2010 to save £25 per year towards the cost of emptying the septic tank
- 2) Key number 42 & 103 were stolen from members cars. Key number 88 has been lost.