**Whitehill Allotment Society Minutes**

**26th June 2022 Amended**

Present

Phil Bryan, Simon Gray, Karen Carr, Barry Nixon, Gill Turner, Kim Gray, Margaret Townsend, Terence Rixon

Apologies

John Grimshaw, Dennis Murray

1)Plots

All Plots now Full with a half plot being taken on Tuesday following a show round.

There are currently 5 on the waiting list. Various requests for half and full plots.

Question has been asked if we can not split the full plots if any and let the people requesting half plots to have half each.

Proposal to split, however this will have to be considered by the committee if full plots become available and if this is in fact possible. Discussion for the next meeting. **Action 1**

A letter has been received requested the committee know who has received the improvement letters. Phil has taken advise from Stockport Council and they agree that information does not need to be shared due to data protection and personal reasons. Karen Car has raised concerns that if plots are not being maintained, is there anything that can be done to help and was willing to approach people and offer her help.

Query raised as to why committee members weren’t invited to attend the walk around.

The response being that a notice had gone up on the board. The walk around consisted of the offices of the committee being the Chair / Secretary and Treasurer. The walk around did not happen until 10.30 am on the 15th of June, and waited to see if committee members turned up, and not one other person did, so the walk around happened. Stockport Council had suggested the date and said that not everyone needed to be in attendance, and that if plots weren’t being cultivated or if a health and safety matter had risen, then letters should be issued by recorded delivery. Officers of the committee members requested that other members do the walk around in future. **Proposal of Two persons from the previous walk around plus one other to keep consistency and fairness.**

***Amendment Committee members weren’t verbally Asked, and the ‘officers of the Committee completed the walk around.***

**Action 2**– To provide a copy of the blank letter for the committee to see. Photos to be provided in next walk around and other members of the committee should carry out the walk around for improvements or concerns. Suggestion, that two committee members in attendance on the previous walk around be joined by one other member and keep the walk around to 3 Persons.

Website. The Council advise that an online presence would be helpful, not compulsory. Terrance has looked at the website and as it is currently an e-voice system, it is archaic and not very accessible or usable.

**Action 3** Terrance to provide more information regarding costings and URL Rental yearly costs as well as security costings. Agreed for Terrance to provide information at the next meeting, nothing has yet been designed.

Phil has requested that information from the meetings not be discussed to outside parties. Ruth Lomas from Stockport Allotments to be contacted to provide clarification as to why information was passed prior to the committee members being informed by the minutes on the notice board.

What should the process be, is there a requirement for information to not be disclosed to outside parties etc ? Committee discussion required.

Similarly, Previous chair accused of passing information to committee members, so this is in fact no different. This is to be followed up. **Action 4** Discussion Point, no action from members required outside of this meeting.

Minutes are now to be approved at the next committee meeting before being issued to the notice board. Kim Gray has raised concerns that this is not the case and wants previous minutes revisiting and amending.

Kim has stated that she has made notes at all meetings and not all things are accurate and some information is missing. All Notes made by various committee members to be brought to clarify and ratify previous minutes. **Action 5**

Policies and Procedures are being looked at by Kim Gray and Karen Car and will work together to write and bring to the next meeting **Action** 6

A question regarding the rent collection dates, Kim Gray asked why the dates had been change and if so, should we be having a refund. Note, the file in the office contains this information and the dates are taken from the Rules with in the file. For reference of the whole committee, Ruth Lomax has since been in contact the day following this meeting to confirm the date. This then relates to Action 4, why is this information being asked to an outside party, when the information is in the file in the office. Ruth confirms that she received an email requesting this information and had to contact Stockport Council, Gill Turner emailed copy of the rules with confirmed dates and no further follow up has occurred.

**Action 7**. Kim Gray has insisted that a note be made in the minutes regarding non Rents payments for 2021 to the council. Kim has said that both David and Peter were not responding to any form of communication and therefore unable to get a cheque signed for this payment to go to Stockport Council. Peter stated that Kim made arrangements to meet at his house for the Marsh insurance cheque to be signed, which did occur. For Clarification, no cheque had been raised and issued to Stockport Council. Request from Stockport Council in September. Jane Barsdley @Stockport Council has resent this email to the Secretary and Treasurer, and immediately resolved, and therefore no further action required as this has satisfied Stockport Council.

**Tools.**

A inventory list is required, this has not yet occurred.

Simon Gray has offered to inventory sticker all items in the tool shed. A Key has been passed to Simon to check at a convenient time.

Inventory stickers are to be issued to all items prior to checking if in working order. Simon has volunteered to do this and make a comprehensive list, Terance has then agreed to help Simon listing this online. **Action** **8**

A List of hires should be completed at each hire and a member of the committee to be available on a rota to hire out and provide the relevant safety information.

Simon suggested a tool box talk for hiring out equipment. Gill asked if he would provide a brief summary for all tool as he uses tool box talks more than other committee members.

Simon said that John was the Health and safety person so something that he could do. However Gill then said but if your using tool box talks for work and that this is something that you are suggesting, then surely you would be the best person to action this.

It was suggested that a book would suffice to list this information to allow non technical people to hire out the goods, Simon said that the Inventory online option would be better.

Simon mentioned that the inventory tags also have a QR Code, so the item can be scanned out and updated accordingly.

**Action 9. To provide a clear update on how this system works**

**Future Projects**

No plans provided at this meeting. Margaret has met with Cheshire Wildlife and will arrange for them to come to site.

Margaret asked if there was a plan of the area and it was suggested that a map could be obtained from Google Maps **Action 10**

Margaret queried if people were allowed on the Wildlife are as she was still unsure. It was then said that Previous minutes reference that she was allowed on the wildlife plot provided not alone for Health and Safety reasons.

Barry asked how Cheshire wildlife could make it more wildlife friendly then it already is, nothing they could do would improve as its now. Barry is going to remove reeds as they are incroting his plot, which was agreed at a previous meeting.

It was agreed that a Subcommittee be set up, following the monthly meeting to discuss future plans.

Margaret to produce a poster for volunteers for the Wildlife Sub-comittee group. **Action 11**

Its was also suggested that a notice board be put on the put outside of the hut to advertise the area

**Manure**

Simon asked for more clarification regarding Manure on site. Phil said he spoke to defra after another allotment received a fine of £8k due to incorrect storage. Advised not to store on site due to the number of springs and water on site. Kim and Karen have said they would contact Defra for more clarity.

**Action 12** Phil to provide contact details.

Simon asked if we could get a site survey map showing the water/springs on site. Action 13 Simon to contact the council to request information

**Parking on site.**

It has been agreed that parking on the roadway not be permitted and that the three spaces on site should be the only parking spaces. These being the two at the top end near the Poulty section. This is also a communal area where wood chip is dropped for use by the whole allotment and the disabled bay at the far end of the allotment near the wildlife area.

Although not for disabled people, but those who may have difficulties in walking etc.

It was also asked that no one park outside the gates as not to block the entrance way in case of emergency vehicles. **Action 13 Kim to source sign for no parking**

Kim said it becomes very awkward for cars leaving and entering the site at the same time.

It was said that the area outside the gates was part of the Highways and therefore not able to enforce

Swop Shop ongoing. It was mentioned for this to be closed as it is being a dumping ground. Including the electric toaster !!! This needs to be agreed at the next meeting. Terance suggested that the ‘new website when up and running have an area for swopping. It was highlighted that not all Plot holders are IT savy and would it not be best to communicate and ask around if items are in need of repurposing. **Action 14**

There was no discussion held regarding the Email received by Peter Cooke in terms of historical complaints. Gill and Kim reminded people that there was a time scale and that Peter wanted this discussing at the next meeting (End of June). Although he would accept individual responses but not ideal.

Barry asked that the whole thing have a line drawn under it and move on. This was agreed by a few, However Margaret felt that there was too much and not happy to take this approach and therefore would be contacting Peter Cooke Directly the following day 27th June as not satisfied. Due to the time scales, this then did not get discussed any further due to Kim needing to leave. **Action 15**

Constitution. This is still outstanding. It was asked where this was up to and which constitution was being used. GT queried as in the previous meeting it was agreed that a spare laptop and power bank were to be brought onsite after the committee meetings to work on as collective. Kim Stated that she was already working on this.

Stockport Allotments and Stockport council have already added their input to the constitution, which is the constitution that has been ratified previously due to lack of information from historical committees.

It was agreed that a final date of September 2022 and as a group effort to finalise the constitution before being present to plot holders for final agreement and sign off. **Action 16**

It has been raised that people are not aware of people on the committee and their location of plots.

List to be provided on the notice board to inform **Action 17**

Finance not discussed due to time scale and members of the committee needing to leave.

**Close of meeting.**

**Actions**

1. Splitting of plots, Committee to decide if this is possible (Ongoing item if plots become available)
2. Copy of example letters to be provided – This information is already available in the file in the office.
3. Agreement for Terrance to provide information at the next meeting regarding Website
4. Discussion point only regarding information being shared to persons outside of the committee.
5. Previous minutes to be looked at and amended accordingly if required.
6. Policy’s and procedures to be presented for consideration – KG/KC
7. Gill to bring cheque book, No Cheque has been written out for signing. This has been looked at previously and questions in previous minutes. Bring cheque book for consideration of this point.
8. A date of the 10th July has been set for a tools inventory check and ensure full working order.

Simon to put inventory stickers on all tools in the shed and provide a list at the next meeting with the help of Terrance to get this information online.

1. Simon to explain the Inventory system works so that hires can continue.
2. Margaret to provide Google Map of Wildlife area.
3. Subcommittee to be set up and poster advertising for Volunteers to be provided and put in the notice board.
4. Simon to contract the council for site map showing the water/Springs on site.
5. Action 11 Kim to source sign for no parking
6. Decision on Swop shop to be made, should this remain or closed due to becoming a dumping site
7. Relates to email from Peter Cooke. Since this meeting, a further email has been received from Peter Cooke and the investigation has reached a conclusion and all matters are now closed.
8. Constitution – any further progress / Still ongoing – to remain as an action till the next meeting.
9. Committee List to be provided for notice board advising people who are on which plots.