

1. PRESENT

Abi, Vanessa, Alison, Lynne, Robin, Keith

2. APOLOGIES

Tim, Ros

3. PREVIOUS MEETING MINUTES

Minutes of meeting 15th September previously agreed.

4. MATTERS ARISING

No matters arising.

5. TREASURER'S REPORT

- Current Account £1338.52
- Deposit Account £643.67
- Warwickshire bill pending £320.07
- Membership paid on £10

6. MEMBERSHIP UPDATE

- Tilmore 28/70 total plots
 - Sheet 28/106 total plots
- a) Lynne expressed surprise at the low membership tally at Sheet.
 - b) Abi proposed offering complimentary membership for a year for new members/non-members so that these would enjoy the benefits and hopefully continue their membership.
 - c) Alison showed us the new flyer which is being given to new plot holders and it was decided that his should be "posted" under shed doors or in greenhouses of non-members.
 - d) It was agreed that ALISON, ABI AND VANESSA would canvas all Tilmore plots and ROBIN AND LYNNE would do the same at Sheet, splitting the sites between them. Alison and Robin agreed to divide the sites into target areas.
 - e) Robin and Lynne reported that many plots at Sheet are hard to identify as they are not numbered. It was pointed out that it is the plot holder's responsibility to clearly number their plot and this is part of the agreement with the council. ALISON AND ROBIN to press PTC and SPC to enforce this rule.
 - f) It was suggested that unnumbered plots could be noted during the inspection, which is due on March 23rd. Alison is going to alert members to the inspection.

7. TRADING UPDATE

- a) Abi reported a booming start with £150 of pre-orders and £250 taken on the first trading morning.
- b) ABI to request a stock list from Warwicks to ascertain what products similar sheds offer with a light to extending the range. She reported that Warwicks could provide 50 litre bags of manure and fertiliser.
- c) Abi recommended encouraging more pre-ordering next year to avoid running out of certain items in minutes (e.g. 8 foot canes).
- d) Abi intends to run down stock which is prone to rodent damage to avoid overwintering. Robin said he may be able to store some such items over winter.
- e) Robin said that he had access to supply of fence posts at good prices.

8. SECURITY

All the gate codes at Tilmore are now the same and the padlocks are welded to the chains.

9. AOB

- a) Temporary appointment of committee members to cover vacant posts agreed.
- b) It was agreed that key post holders (secretary, membership secretary, trading secretary, seed and potato orders) should provide a role description to clarify exactly what the position involves. These would be helpful on transfer of roles to new committee members. Items covered include all responsibilities and when these need to be done.
- c) Ideally, no committee member should perform more than one role.
- d) It was agreed that quorum for meetings should be three of the main post holders, plus any other members who could come (described as co-opted members).
- e) A subcommittee comprising ALISON, VANESSA, LYNNE AND ROS was formed to create draft protocols with a view to establishing a clear framework in which the committee operates. First meeting of the subcommittee is Tuesday 21st March, The George 11.15 am.
- f) The committee expressed sincere condolences on the Dilks' recent bereavement and were pleased to make a £50 donation to the charity MIND on behalf of all their friends at STAA.
- g) Next newsletter due out at the start of April. ALISON to contact members requesting contributions.

The meeting closed at 8:30pm. Next meeting Wednesday 26th April, the Half Moon at 7:00pm.