

**1. PRESENT**

Vanessa, Alison, Lynne

**2. APOLOGIES**

Ros

**3. DISCUSSION**

- a) Lynne provided draft terms of reference for the committee, detailing its proposed structure, quorum and chief purposes. It was agreed that this should be circulated to the committee for consideration pending discussion at the next full committee meeting (April 26th).
- b) It was suggested that the committee should comprise the following full members:
  - Chairperson
  - Vice-Chairperson/Secretary
  - Treasurer
  - Trading Secretary
  - Membership Secretary: Tilmore
  - Membership Secretary: Sheet
  - Seed and Potato Order Administrator
  - Rules and Procedures Administrator
  - Co-opted members, including the Webmaster.
- c) It was suggested that a quorum should comprise of a minimum of four full members.
- d) It was suggested that issues requiring a vote should be decided by full members.
- e) These issues to be discussed by the committee, as above.
- f) Draft role descriptions for the main committee posts were submitted and considered. These will be put into a standard format by Alison and distributed to the committee for discussion, as above.
- g) It was suggested that all meetings with PTC and SPC should be attended by two committee members, one of whom should be the membership secretary. These meetings should be minuted and reported back to the committee.
- h) It was agreed that a link to PTC and SPC should be posted on the website, to make these easier to find for members.
- i) It was suggested that Shed opening times be displayed on the Shed door.