

**1. ATTENDING:**

Margaret Davis - Chair  
 Georgie Thurlby - Association Secretary  
 Abi Grute - Trading Secretary  
 David Mogg - Membership Secretary and Webmaster  
 Steve Elliott - Sheet Rep  
 Kate Wighton - Tilmore rep

**2. APOLOGIES:**

Alison Carling - Treasurer  
 Julie Yardley

**3. MINUTES AND ACTIONS FROM LAST MEETING**

A brief update was provided on the actions from the previous meeting. Steve confirmed that the competition judging had been finished.

The committee approved the minutes of the last meeting.

**4. CHAIR'S REPORT**

Margaret had had contact with a plothead at Sheet who was trying to get rid of a trampoline from their plot and it seems that there had been some confusion about whether trampolines were allowed on plots. She had suggested to Jenny at Sheet Parish Council that they might add a note to the terms and conditions and/or on the noticeboard to remind plotheads what was and wasn't allowed on plots.

**5. TREASURER'S REPORT**

Alison provided a brief update by e-mail as follows:

Community a/c balance as at 16 <sup>th</sup> Aug 22:		£1,340.23	Deposit a/c: £146.58
Transactions	Membership	£5.00	
	Sheet Parish Council Grant	£50.00	
	Interest		£0.05
Community a/c balance as at 11 <sup>th</sup> Oct 22:		£1,395.23	Deposit a/c: £146.63

Alison has now completed the 2021/2022 accounts and is in the process of getting them signed off.

Abi had a minor query about the Shed sales figures which she would take up with Alison.

**Action: Abi to clarify Shed sales figures with Alison.**

**6. TRADING SHED UPDATE**

Abi gave a brief update. They had had a good year with around £2,000 worth of sales.

There was a decision to be made about whether we would push people to order their seed potatoes through the Shed this year. Last year there was minimal wastage because we only ordered how many potatoes were requested by our members, but there had been a few substitutions because of stock shortages at the supplier.

Abi would need some admin support to be able to do the same thing again this year. Steve volunteered to collate the orders and give the summary to Abi to place the order.

**Action: David to send an email out to members with an order form & instructions for potatoes.**

## 7. MATTERS ARISING

### a. AGM arrangements

The committee decided on the date for this year's AGM which would be held on Wednesday 16th November 2022 at 7.30pm. The function room at the Half Moon was booked for this date.

Agreed that the relevant councillors and clerks from each council would be invited.

**Action: Georgie to invite councillors and clerks from each council.**

Agreed that we would put a notice on the noticeboard to inform members of the upcoming date.

**Action: Georgie to create a poster and email to Steve and Abi for them to put on the noticeboards.**

The poster would need to say the date, time, location, and instructions to members to bring their £5 membership fee for renewal, and their potato order forms with payment.

Discussed the details of the prize-giving and how to retrieve the trophies from last year's competition winners (Fiona and Keith Oakley at Plot 14 Tilmore, Jamie Parkins at Plot 29 Tilmore, and Tom Sprake at Plot 7 Sheet).

**Action: David to email all current trophy holders to ask them to contact Georgie (for Tilmore) and Steve (for Sheet) to arrange return of the trophies.**

There also needed to be vouchers created for the prizes. We had agreed previously that the vouchers would have an expiration date of 1 year.

**Action: David to create vouchers as last year.**

The issue of the membership fee was discussed. Previously we had announced that we would be putting the fee up to £7 from the 2022 AGM onwards, as the fee had been set at £5 for many years and the additional money would allow the committee to explore improving its offering, and the committee had decided that £7 would still represent good value for what membership of the association offers.

The committee discussed extensively whether to raise the fees as had previously been announced. Factors to consider included cash-flow (particularly for purchasing stock for the Shed) and the likelihood of items like fertiliser increasing in cost due to inflation. It was also discussed whether the increase of £2 would have an impact on the number of members choosing to renew, and whether that would be outweighed by the increased revenue generated.

The committee decided that given the current circumstances of the cost of living for members and the fact that the association could continue to cover its costs for now, the position would be to keep the fee at £5 for now, but to explain to members that it may have to increase next year, particularly if the cost of the public liability insurance were to increase (as this is one of our non-discretionary costs).

Discussed the Organic Gardening Catalogue seed offer and that we should inform members about it at the AGM.

**Action: Georgie and David to check whether we need to do anything else to opt in to the offer.**

Agreed that David would bring along a copy of the sign in sheet so that we could keep track of which members attended the AGM.

**Action: David to bring copy of sign in sheet to the AGM.**

**Action: Georgie to put together agenda for AGM and send round to committee members for approval.**

### b. Constitution

Agreed that it would not be necessary to take the Constitution back to the membership as no substantive changes had been made since it was approved at the EGM last year.

**Action: all committee members to familiarise themselves with the Constitution draft in advance of the AGM and feed back any further comments.**

### c. Update from Tilmore allotment user group meeting in September and Tilmore plot inspection

Georgie had attended the allotment user group meeting hosted by PTC in September and gave a brief report. It generally was a positive meeting with several ploholders passing on their thanks to the council for the efforts they had made with getting unloved plots let to new tenants.

Kate and Steve had attended the final plot inspection of the year at Tilmore. There were still around 30 people on the waiting list. Two ploholders had left of their own volition and there was one that had been asked to leave. Generally they felt that it was a positive meeting.

Discussed whether it would be useful to have a buddy system in place for new ploholders at Tilmore, to match them up with an established ploholder to offer advice and guidance. This would help with retention and help create links across the site. It was agreed that Kate in her new role as Tilmore rep would get a feel for whether this would be useful and would be able to facilitate this informally if required.

**Action: Georgie to let PTC know that Kate will be their contact in future.**

#### **8. ANY OTHER BUSINESS**

a. David raised the matter of procedure notes for things like signing into the bank account which it would be useful to have stored centrally for resilience and continuity purposes. We have role descriptions already, but not details of usernames/passwords etc.

**Action: relevant committee members to put together procedure notes for tasks that they do and save to Dropbox.**

b. Steve had had a couple of meetings with Sheet Parish Council. They are continuing to keep an eye on the plots and are intervening where required.

c. Margaret thanked all the committee members for their support over the last year.

The meeting was closed at 10:10pm.

Date of next meeting: TBC

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