

North Harbour Allotment Association

Members meeting Sunday 27/10/24

Minutes

Attendees

Rachel (Chair), Mark (Secretary), Doreen & Sandy (Treasurers), Ranjit & John (Committee), Dave (Committee).

Apologies received Julie & Rick

Mark gave an update on Council related matters:

The tree survey has been done with several trees being nominated to the council tree surgeons for attention / removal.

We have a new pole mounted chainsaw, which is being used for tree branch removal across the site.

There was a building (clubhouse) safety survey carried out by Stephen our PCC allotment officer and Mark, Stephen Uden to present back to council, some items such as the lack of Fire exit signs has been highlighted for review.

Mark has asked for permission to have an annual bonfire next Saturday, but is awaiting authorisation from the council. This involved submitting detailed event planning and risk assessment to the council. If the authorisation is given, mark will announce on facebook to allow plot holders to get rid of old wood. It should also mean that if granted we can use the same forms each year for an annual bonfire.

There are approximately 5 plots that will shortly be coming up for rent, but as it is invoice season there could be others surrendering their plots rather than paying another year.

Financial overview

Sandy gave us an interim financial overview:

Our opening balance was ££3,474, Income from membership subs £482, Key money on hold £225, Income from shop sales £2,427, Cost of card sales **£29.61**, Expenditure on building and tools / materials **£714**, Expenditure on consumables **£38**, Expenditure shop stock **£3,956**, Expenditure Nursery project **£96**, Expenditure National Allotment Association **£126**, Prize money for competition winners **£104 (from £120)** - Balance in bank account £1,718.

(N.B) £3 of every membership fee covers public liability insurance for every plot holder)

It was always known that initial stock purchase would take a while to recoup, however it is getting to that point much faster than we originally envisaged.

It was also requested by the treasurers for an independent audit of the clubs finances, Mark will arrange this through his accountant.

Memberships

It was agreed that Membership fees would remain at the same rate as 2024 £12 single - £15 joint.

Mark will send out a communication via facebook and website and gate notices to remind people to renew membership before 2025 (ideally before end of November).

Kitchen Boiler

Rachel knows someone with a suitable replacement boiler to replace the antique one currently in the kitchen.. Expenditure of £93 was agreed at the meeting.

AGM Preparation and meeting times:

The AGM prep meeting (**Treasurers, secretary, chairperson**) will occur on 24 November at 10:30 in the clubhouse.

The AGM itself will occur at 10:30 on Sunday 15th December (**all members**) Mark will issue a notice on facebook and gate notice...

Seed Catalogues

The cutoff for Kings seed catalogues is next Sunday 3rd November, Rachel will issue a reminder on facebook.

Communications

We discussed improving communication routes, Mark stated that we do have email lists but because people manually completed their details many of the emails do not work. He is working on an electronic form to be added to the website so that we can get typed personal details of all members. A new distribution list can then be utilised. Facebook is used but only covers a proportion of members. The notice boards and gate messages (for special items) are also utilised. Whats app was suggested and we can look at this, however what's app can become messy if over utilised. Mark will also look at improving the website as nearly everyone has internet access, even if they are not on social platforms.

Committee Members

Increasing committee members was discussed, and we will revisit at the next committee meeting, However following the meeting it should also be stated that we can seek volunteers for shop management and housekeeping tasks they do not need to be committee members. The main role of committee members is to assist the association officers in carrying out their duties.

Officer elections:

Mark has confirmed that the re-election of officers and confirmation of committee members is part of the AGM process. Mark will seek individual discussion with current officers to see if they wish to continue in the role. If an officer wishes to resign their position, then that will be announced to the membership who will then have the chance to suggest replacement names. These will then be voted on by the membership.

Equally if all officers stand then this will be announced and only if other names are proposed will a vote occur between any new nominee(s) and the existing post holder, if no nominees are received within a stated period the officers will be re-elected unopposed and a membership vote is not required.

If voting is required this will be done via voting software (verified by the electoral commission) mark has the details.

N.B Although we initially voted in committee members as a new association, we do not need a membership vote for the re-election of committee members this can be agreed by the officers of the association as can any replacement or additional committee members.