

GRAVEL PIT ALLOTMENTS ASSOCIATION

www.gravelpitallotments.org.uk

Minutes

Meeting held at 2.00 pm on Sunday 10th July 2011 at Mill Royd

PRESENT

Suzanne Allan (GPAA Chair)

Michael Atkin (GPAA Treasurer)

Denise Mitchell (GPAA Secretary and minute taker)

Steve Oxley

APOLOGIES

Andrew Hancock

		Action
1.	Minutes of Previous Meeting Accepted as a true record.	
2.	Matters Arising Funding now agreed. Suzanne has written an article for the Parish Council's newsletter about funding. Agreed by PC Chair with one amendment – Suzanne's contact number to be added. Andy asked if he could put it on the website. All agreed. Contact number will not be added on website version. Contacts for waiting list – Suzanne and Steve to send Denise any extras. Denise to update list. Denise to contact all those who've expressed an interest in having an allotment to confirm they still want one. Denise to prepare flyer to distribute throughout Parish asking if anyone else interested in having an allotment.	 Andy Steve, Suzanne, Denise Denise Denise
3.	Treasurer's Report Current bank balance £306.56	
4.	Charitable Status and VAT Registration Michael has registered us with the Charity Commission but needs more	Michael

	<p>information as to whether it's really a benefit to us to be a registered charity.* Registered Charities have to submit an annual report (or accounts if turnover more than £10,000) and Trustees have to be listed on the Charity Commission website. Registered Charities can also take advantage of GiftAid and people are more likely to donate to a registered charity.</p> <p>Michael to investigate VAT registration.* May not be of benefit to us, although would allow us to claim back VAT on works and purchases.</p> <p>Charity number and VAT number should be included on letterhead as well as logos of "partner" organisations.</p> <p>Andy to put logos on website.</p> <p>*NB since the meeting Michael has confirmed that we are now a charity. Steve to send letters to contractors with no amendments necessary. Denise to add necessary logos to letterhead. VAT registration unnecessary at this time.</p>	<p>Michael</p> <p>Denise</p> <p>Andy</p>
<p>5.</p>	<p>Plan of Action</p> <p>Acceptance letter returned to Lottery with cash flow summary of how money will be drawn down. Steve has tried to keep things simple with as few claims as possible.</p> <p>Steve will write to contractors asking them to hold quotes, to invoice at month end and telling them when we would want the work doing and that we now have confirmed Lottery funding so payment is guaranteed. Quotes are for:</p> <ul style="list-style-type: none"> • Highway Crossover • Turfing (paths) • Rabbit fencing • Toilet <p>Michael queried wording as letter states we are already a charity. Michael to check tomorrow and get back to Steve to confirm it's ok to say that – then letters can go out. (see note above)</p> <p>Michael to look into setting up BACS payments for suppliers/contractors. (Cheques will soon be obsolete so we may have to use BACS for paying and receiving rent.)</p> <p>£3580 already claimed from Lottery for plant hire and haulage will be paid directly into our bank account.</p> <p>Michael and Steve to coordinate bank a/c payments and contractors. It was agreed to contact contractors as soon as possible.</p>	<p>Steve</p> <p>Michael</p> <p>Michael</p> <p>Michael Steve</p>

	<p>Order of work is as follows:*</p> <ol style="list-style-type: none"> 1. Drainage 2. Level field 3. Lay hardcore 4. Import further topsoil <p>Agreed to hire JCB with operator as they will be insured and will complete job quickly. Cheaper to hire for 2 days than one day so will complete 1 and 2. Michael and Suzanne to ask Andrew Woodall to advise/project manage. Michael to arrange JCB after speaking to Andrew Woodall.</p> <p>Michael reminded us that we have £306.56 in bank to pay for JCB if needed before lottery money comes through. It should take 15 days from sending in claim to receiving money from Lottery.</p> <ol style="list-style-type: none"> 1. <u>Drainage</u> <ul style="list-style-type: none"> • JCB to clear drainage area. • Excavate drainage channels in herringbone pattern in “L” shape along one side and bottom of field to existing drain • Place drain pipes in channels • Cover with gravel (from field) • Reform chamber (sump) for future access for clearing blockages <p>Need to buy pipes and chamber. Andrew to source</p> <p>To speed things up Suzanne signed two blank cheques (numbers 15 and 16) to pay for supplies and JCB. Michael to countersign when necessary.</p> <p>Steve to go to field to help Andrew measure up if necessary.</p> 2. Level <p>JCB to level field after laying drainage pipes</p> 3. Hardcore. <p>To be laid at top of field. Supplied by Marble Building Products on Full Sutton Industrial Estate Will be crushed marble topped with scalping/planings possibly sourced from East Riding Council (Steve has contact).</p> 4. Topsoil <p>Donated by Trevor Woodliffe. Also source at Stamford Bridge/Full Sutton</p> <p><u>Gate</u> Gate is broken. Suggested that, once work has started, a temporary barrier is</p>	<p>Suzanne Michael Michael</p> <p>Michael</p> <p>Steve</p>
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	<p>placed across the opening to secure the site. Eg large drums filled with gravel. There was some discussion about extending the water supply from the top of the field along the central path. It was decided not to do this as it could lead to maintenance problems. Also, we want to encourage people to use water butts not mains water.</p> <p>*NB since the meeting further discussions have taken place and order of work may change 1. Top soil, 2. Level field, 3. Drains. In case the JCB damages the drains. Top soil will need to be sourced first, therefore.</p>	
6.	<p>Any Other Business</p> <p>Lottery Steve went through some points from correspondence from the Lottery regarding the grant:</p> <ol style="list-style-type: none"> 1. Match funding no longer required. Could now ask for more money to cover fundraising which would have been our match funding 2. Grant needs to be ring fenced in our bank account. 3. Insurance – must be in place and cover us if assets are written off – eg damage to sheds/fences – for 5 years. Check policy 4. Need to check suppliers/contractors have their own public liability insurance <p>Terms and Conditions include:</p> <ol style="list-style-type: none"> 1. Topsoil to be imported needs to be checked for provenance and invasive flora. This means a site visit to see what weeds are growing on topsoil. 2. Assets must be kept in good repair 3. Must get two quotes for items costing over £2000. If under £2000 can just go ahead. 4. 5% retention of grant until end of project. We were not expecting this! Steve to check. 5. Must provide quarterly progress reports. Planned as follows: <ul style="list-style-type: none"> 11.9.11 11.12.11 11.3.12 Completion <p>ERYC Grant We can apply again for a further £250 grant. Suzanne asked for suggestions. Previous 2 grants have been ring fenced for raised beds and water butts. Suggestions included a polytunnel and “honeycomb” for under grass paths. Suzanne to apply and investigate costs of above. Not sure if money can go towards a cost of if grant to cover whole cost.</p> <p>Allocation of Plots</p>	<p>Steve</p> <p>Denise</p> <p>Denise Suzanne</p> <p>Steve</p> <p>Suzanne</p>

	<p>Plots on plan are numbered 1 – 19. Plots to be allocated on first come basis as follows:</p> <p>Plot</p> <ol style="list-style-type: none"> 1. Suzanne Allan 2. Denise Mitchell 3. Steve Oxley 4. Charlie/Michael 5. Andy Hancock 6. Simon Bright 7. Pat Bradley 8. Jodie Dodgson 9. Debs England <p>Denise to check if all still interested in having a plot and prepare flyer to advertise remaining plots. (See above, Matters Arising). Suzanne to check terms and conditions for proportion of plots allowed to be let to non-residents.</p> <p><u>Tenancy Agreement</u> At his meeting with Coucillor West from ERYC, she highlighted some problems found at other allotment sites in ER and suggested some amendments to our Tenancy Agreement with allotment tenants:</p> <ol style="list-style-type: none"> 1. Standpipe for use in communal areas only if absolutely necessary. Tenants should use water butts. 2. Sheds must not include any toxic materials eg asbestos 3. Dogs can be brought on to allotment but must be kept under control and all mess must be cleared up and removed from site – not composted. <p><u>Planning</u> Steve noted that GPAA had not had a copy of our planning agreement from the Parish Council. Denise to write to PC Clerk to request copy.</p> <p><u>Website</u> Andy was going to link our website with ERYC website – Suzanne to check how this is going. Link with PC website when PC website up and running</p>	<p>Denise</p> <p>Suzanne</p> <p>Suzanne</p> <p>Denise</p> <p>Suzanne</p>
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Next Meeting

Sunday 4th August 2.00 pm. Steve's house. Commitee only.

Progress against Programme

Programme action	Programme date	Progress against Programme (%)	Complete Y/N	Comment
Public Liability Insurance	February 2010	100	Y	
Constitution ratification	March 2010	100	Y	
Tenancy Agreement PC/GPAA	March 2010	90		Awaiting final PC ratification prior to sign off
Tenancy Agreement GPAA/Member	March 2010	90		Awaiting final PC ratification prior to sign off
Environmental policy statement	March 2010	75		Awaiting final agreement by GPAA committee prior to sign off
Diversity and Equality policy statement	March 2010	75		Awaiting final agreement by GPAA committee prior to sign off
Health & Safety policy statement	March 2010	75		Awaiting final agreement by GPAA committee prior to sign off
Parish Council allotment ratification	March 2010	0		
Investigations				
Soil	March 2010	0		
Wildlife	March 2010	0		
H&S audit	April 2010	0		
Tenancy agreement NSALG legal advice	Prior to 4 th April 2010	0		
Tenancy Agreement engrossment	4 th April 2010	0		
Big Lottery round 2 application	April 2010	0		
Annual General Meeting	April 2010	0		
Big Lottery round 2 outcome	June 2010	0		
GPAA committee meeting	6 th June 2010	0		
GPAA committee meeting	8 th August 2010	0		
GPAA committee meeting	3 rd October 2010	0		

GPAA committee meeting	5 th December 2010	0		
Public liability Insurance renewal	February 2011	0		
GPAA committee meeting/AGM	April 2011	0		