

GRAVEL PIT ALLOTMENTS ASSOCIATION

www.gravelpitallotments.org.uk

Minutes - AGM

Meeting held at 7.30 pm on 13th April at Yapham Village Hall

PRESENT

Suzanne Allan (GPAA Chair)
Michael Atkin (GPAA Treasurer)
Andrew Hancock (GPAA Committee Member)
Denise Mitchell (GPAA Secretary and minute taker)
Steve Oxley (GPAA Committee Member)
Charles Ives-Keeler
Pete Woodhall
Andrew Woodhall
Melanie Blight
Tom Hodgson

APOLOGIES

Pat Bradley

		Action
1.	Minutes of Previous Meeting Actions completed. Accepted as a true record.	
2.	Matters Arising <u>Environmental issues.</u> It was suggested that a professional environmental survey of Gravel Pit Field would be prohibitively expensive (around £500) and that GPAA Committee could do it ourselves. Newts? Their habitat has permanent ponding. GP Field is only occasionally flooded so not suitable habitat for newts. Badgers? Expert opinion sought by Suzanne from work colleagues at DEFRA on what signs to look for. No evidence of badgers in field. Rabbits? Lots of rabbits. Some suggestions of reducing rabbit numbers before erecting rabbit-proof fencing (ferrets/air rifle). To be discussed further at a later date.	

	<p><u>Letter to Parish Council</u> The GPAA Committee wrote to the PC agreeing to their proposed rent and expressing disappointment that they had failed to grasp that allotments were a community project with wide-reaching benefits.</p> <p>No reply as yet from PC.</p>	
3.	<p>Chairman's Report</p> <p>Gravel Pit Allotment Association is now one year old. Chairman reminded us what our hard work has achieved in the past year. We have:</p> <ul style="list-style-type: none"> • Formed a committee • Opened a bank account • Set up a website showing all our activities and progress to date. It's also used for passing on information, publicity and contact details. Possible revenue generator too. Thanks Andy. • Done a feasibility study and drawn up plans for the site. Thanks Steve. • Received a grant from East Riding of Yorkshire Council for £250 for raised beds and compost bays for communal plots • Carried out fundraising – table top sale raised £205 • Reached the second round of the Big Lottery funding bid. Just waiting to sign the lease with the PC before fine tuning and submitting bid. • Made a start in the field – hedges have been cut. Brush to be burnt. Further searches for the elusive drain to be made. 	
4.	<p>Treasurer's Report Michael had prepared a financial statement with copies for committee.</p> <p><u>Income</u> Seed order made £14.40 Table top sale made £210.50 with £10 still to be paid in East Riding of Yorkshire Council grant was £250 for raised beds and compost bays for communal plots</p> <p><u>Outgoings</u> Public Liability Insurance and Hire of Scout Hut</p> <p>Michael suggested we ask PC to cover costs of Village Hall hire for AGM. Denise to write to them.</p> <p>More fundraising needed. Suggested York Racecourse car boot sale. Also suggested selling cans of drink there as well as left over donations from table top sale.</p>	Denise

	<p>Mel said Village Hall costs £10 per hour to hire but maximum hire charge is £50 so we could use it for further fundraising events eg barbecues/quiz nights. Can also use outside space.</p> <p>Invoice will be sent from Lancrop for soil analysis (£27).</p> <p>Auditor – Michael to contact possible auditor.</p>	Michael
5.	<p>Election of Officers</p> <p><u>Chair</u> Suzanne Allen. Proposed by Denise. Seconded by Charlie.</p> <p><u>Treasurer</u> Michael Atkin. Proposed by Denise. Seconded by Melanie.</p> <p><u>Secretary</u> Denise Mitchell. Proposed by Suzanne. Seconded by Steve.</p>	
6.	<p>Draft Agreements</p> <p><u>Tenancy Agreement</u> (between GPAA and ploholders) Sent to NSALG (National Society of Allotment and Leisure Gardeners) for legal checking. All fine. PC has agreed it. Hoping to sign off at PC meeting next week (20th April). Suzanne will sign for GPAA. Witness to be Andy or Mel.</p> <p>Annual rent for plot discussed. Needs to cover PC rent (£100 p/a) plus insurance (£85 p/a) and water costs (as yet unknown).</p> <p>All agreed £25 p/a per plot was a fair rent.</p> <p>Some discussion of how to police water use. Water will be metered. Tenancy agreements say no hosepipes to be used and ploholders to abide by environment policy. Suggested to make it a requirement that all sheds/greenhouses (including Association shed if we have one) to be connected to water butts to harvest as much rainwater as possible. GPAA to try to source free “IBC’s” (Intermediate Bulk Containers - 1000 litre recycled food/liquid containers). General hope that small number of like-minded users would mean no selfish use of standpipe.</p> <p><u>Date by which rent to be paid.</u> PC rent due by 5th May. Suggested plot rents need to be in by 5th April to allow time to get everything to PC on time. Also suggested that it might be a good idea to arrange for notice letters and collection of rents in January/February which is a quiet time for gardening, rather than April when we’ll be busy digging and sowing.</p> <p>For this year we’ll charge rents pro-rata from when plots become ready, with a month’s notice given in advance. Plot holders can pay full rent if they want!</p> <p>Tenancy agreement now incorporates GPAA Rules. Rules need to be amended</p>	<p>Suzanne Andy/Mel</p> <p>All</p>

	<p>at second bullet point to read, “Tenants agree to abide by the terms of the Association’s Constitution and Policies.”</p> <p><u>Constitution – OK</u></p> <p><u>Health and Safety</u> Paragraph three to be amended: “competent professionals” to be changed to “Gravel Pit Allotment Association”. It was agreed that an annual allotment committee health and safety walkover would give more ownership to issues and that this would drive greater understanding and promote all to be vigilant on an ongoing basis regarding hazards.</p> <p>Health and Safety will be regular agenda item.</p> <p>Discussed whether accident book needed. Would be good to log accidents/concerns so can make improvements to site if necessary especially if we have visitors from outside, eg schools. Also for public liability insurance. But nowhere to keep a book. First aid kit also a good idea. Again, nowhere to keep one until we have a shed. Suggested that a notice would do until we have a shed.</p> <p><u>Environmental and Sustainability Policy - OK</u></p> <p><u>Parish Council Tenancy Agreement</u> ERNLCCA suggested amendment to Clause 16. “PC shall pay rates” Otherwise ok.</p> <p>Agreement is open-ended, not for the usual 99 years so that PC don’t have to pay Stamp Duty. Michael to check how much stamp duty is. GPAA would prefer security of 99 year lease. Also concerns that it might affect our funding bid.</p>	<p>Suzanne</p> <p>Suzanne</p> <p>Denise</p> <p>Suzanne</p> <p>Michael</p>
7.	<p>Big Lottery Funding Application Got through round one. Bid mostly written. Steve and Suzanne to meet on 29th April to finalise financial section and send it off. Should have signed tenancy agreement with PC by then. Suzanne said Morag, our advisor, was very impressed with our passion and commitment. We’re still waiting for answers from her to our questions. Suzanne to get back to her. (Also see above for length of lease.) Agreed to find source of free rubble instead of hardcore so can spend more on topsoil.</p>	<p>Steve Suzanne</p> <p>Suzanne</p>
8.	<p>Stakeholder engagement - Letters of support and offers in kind</p> <p><u>Letters of support</u> Letters received can be sent with our funding bid to show local community</p>	

	<p>support for our project. We can also write asking for donations or to see if any community groups would be interested in one of our communal allotments.</p> <p>Suzanne wrote to GPs asking if they or any patient groups would be interested in making use of one of our communal plots. No reply so far.</p> <p>Michael wrote to Greg Knight, local MP. No reply yet. He'll chase.</p> <p>Denise to draft standard letter/e-mail to be sent to local groups/companies asking if they would have any use/interest in our project or could they express their support for us.</p> <p>Andy suggested contacting schools to see if our communal allotments would dovetail with their Food for Life Programme.</p> <p>Other suggestions for letters of support include:</p> <ul style="list-style-type: none"> • GPs again • Parish Council • Local care homes • Local schools • Local childminder groups/nurseries • Allotment Officer at East Riding of Yorkshire Council • Duke of Edinburgh Award Scheme participants (to help with community service aspect of the award). <p><u>Offers in kind</u> Hedge cutting started. Thanks to Andy and Mark. Tom – tree surgeon Trevor – diggers and transport Free subsoil and topsoil Offer of digger – need to transport it and find driver.</p>	Denise
9.	<p>Any Other Business</p> <p><u>Webmaster's Report</u> Andy prepared copies of his report for us. Website launched May 2009. So far we've had 1,297 unique visitors from 128 cities with about 70% new visitors. We're even on Wikipedia. Constant updates keep the site interesting for repeat visitors. All agreed website a great success. Thanks Andy</p> <p><u>Car Boot Sale</u> 8th May suggested date Michael to check procedure – arrival time, site size, charges etc Suggested we have a banner saying "Supporting Gravel Pit Allotments"</p>	

	<p>Association". Mel knows possible supplier. Donation bucket suggested. Discussed how many cars needed, where to park etc. Sale stuff to be loaded the night before as we'll be leaving early. Attending: Suzanne, Michael, Denise, Steve, possibly Mel.</p> <p><u>Quiz night</u> All to find questions – suggested books/websites/question setters for other quizzes.</p>	
10.	<p>Future Meetings</p> <p>Date and time Sunday 6th June 2.00 pm (Committee) Sunday 8th August 2.00 pm (Committee) Sunday 3rd October 2.00 pm (Committee) Sunday 5th December (Committee)</p>	<p>Venue Suzanne Michael Denise Steve</p>

Next Meeting

Committee Meeting. 2:00 pm Sunday 6th June, Suzanne's house.

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		