

# GRAVEL PIT ALLOTMENTS ASSOCIATION

[www.gravelpitallotments.org.uk](http://www.gravelpitallotments.org.uk)

## Minutes

Meeting held at 5.00 pm on Friday 16<sup>th</sup> March 2012 at Francis Scaife Sports Centre, Pocklington

### **PRESENT**

Suzanne Allan (GPAA Chair)

Denise Mitchell (GPAA Secretary and minute taker)

Andy Hancock

### **APOLOGIES**

Michael Atkin (Treasurer)

Steve Oxley

		Action
1.	<b>Minutes of Previous Meeting</b> Accepted as a true record.	
2.	<b>Matters Arising</b> <ul style="list-style-type: none"><li>• Letterhead. Denise started, forwarded to Michael, forwarded to Andy. Some confusion as to what's needed. Big Food and Lottery logos are in right place and right size according to instructions. Need Charity number and logo for GPAA.</li><li>• Once we have charity number we can get VAT free invoices.</li></ul>	Andy
3.	<b>Treasurer's Report</b> <ul style="list-style-type: none"><li>• £6,735.83 paid in from lottery.</li><li>• 5 cheques need signing.</li></ul>	
4.	<b>Progress and plan of action</b> Completed: <ul style="list-style-type: none"><li>• Fencing and gates</li><li>• Bird boxes</li><li>• Trees trimmed</li><li>• Sign made</li><li>• Cart roads dug</li><li>• Entrance covered in planings</li><li>• Six compost bins made so far</li><li>• Some turf laid (since meeting turf completed)</li></ul> Our thanks to all involved so far for their time and/or equipment. Suzanne reminded us that we need to keep a record of all time or goods/services in kind for Lottery.	

	<p>Outstanding:</p> <ul style="list-style-type: none"> <li>• Turf to roll out/keep watered</li> <li>• Trees to crown – three on left hand side of field. Start been made on some (thanks Andy) but health and safety concerns for further work. Local tree surgeon who'd promised to do the work moved away. Money in budget to pay tree surgeon.</li> <li>• Need more rubble for cart road – no money in budget so must be free. Offer from marble works at Full Sutton but would need to be transported.</li> <li>• Steve has found two Portakabins for club house and tool shed. Steve to arrange transport. Suzanne has some wood for base. May need more base.</li> <li>• Money for communal polytunnel in budget.</li> <li>• Composting Toilet. Very complicated installation instructions received. (Would need digger to excavate hole then put chamber in then back fill with concrete. Solar-powered fan and light to be installed.) May need contractor. Natsol provide “advisor” for £500. One installed on an allotment in York. Suggested finding out where and asking them about installation and what to do with waste. Possible concern due to high water table in field – chamber must stay dry. Andy and Suzanne to investigate further and cost alternatives – eg septic tank.</li> </ul>	<p>Steve</p> <p>Suzanne Andy</p>
5.	<p><b>Plot Allocation</b></p> <ul style="list-style-type: none"> <li>• So far 13 plots taken (9.5 in parish, 3.5 outside parish). Still some people to contact/get back to us.</li> <li>• Current rate £25 will need to be increased to cover unexpectedly high insurance costs, also water charges, PC rent and NSALG membership. New rate to be £40 for a full plot, £20 for a half plot. Full plot rate can be paid 6 monthly.</li> <li>• Suzanne to check tenancy agreements for up to date wording and send to Andy for website (could be downloaded) and Denise for emailing to tenants. Where possible tenants to print their own tenancy agreements. We need signed hard copy and payment before they can take over their allotment.</li> <li>• Plot allocation still to be finalised.</li> </ul>	<p>Suzanne Andy Denise</p>
6.	<p><b>AGM</b> 26<sup>th</sup> April suggested. Suzanne to book village hall if ok for Steve and Michael.</p>	<p>Suzanne</p>

7.	<p><b>Official Opening</b></p> <ul style="list-style-type: none"> <li>• Michael still contacting HRH to see when he's available any time after June.</li> <li>• Welcome weekend 31<sup>st</sup> March/1<sup>st</sup> April. Committee to be available Sat 31<sup>st</sup> 10 – 12, Sunday 1<sup>st</sup> April 12 – 2. Tenancy agreements and payment can be handed in and plot holders shown to their plots. Denise to email interested parties.</li> </ul>	
8.	<p><b>Any Other Business</b></p> <ul style="list-style-type: none"> <li>• Andy to investigate pumping water from drainage in field and storing.</li> </ul>	
10.	<p><b>Next Meeting</b> AGM. Yapham village hall. Time/date to be confirmed.</p>	