

GRAVEL PIT ALLOTMENTS ASSOCIATION

www.gravelpitallotments.org.uk

Minutes

Meeting held at 2.00 pm on Sunday 6th June 2010 at Railway Street

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 Michael has contacted an auditor and she has agreed to do our audit for £10. Michael to ask her to send us an e-mail confirming this and also confirming her usual charge so that we can use it as a benefit in kind.	Michael
3.	Treasurer's Report No change to bank balance since AGM. Total £353.15. £250.00 (grant from ERYC) ringfenced for raised beds and compost bins so £103.15 to spend. Plus £110 NSALG subs and rent money and £10 from table top sale.	
4.	NSALG Membership Membership renewed again this year and all members to pay £2 subs.	All
5.	Change of Address Denise and Michael co-signed Suzanne's change of address letter for Coop Bank account.	
6.	Tenancy Agreements and policies Constitution, Rules, Environmental Policy Statement, Diversity and Equality Policy Statement, Health and Safety Policy Statement now adopted. Signed hard copies of agreements to be sent with funding bid.	

	<p><u>Tenancy Agreements</u></p> <p>Parish Council/GPAA – Now signed</p> <p>GPAA/Members – All members need to sign Tenancy Agreement when they have paid rent. Must also be signed by named officer of GPAA. Tenancy agreement can be downloaded from the website. Secretary and Treasurer to keep list of who has paid. Secretary will be responsible for chasing late payers.</p> <p>New members joining part way through the year will be charged rent pro-rata.</p> <p>Rent is £25 a year.</p>	
7.	<p>Funding <u>Big Lottery Funding Application</u></p> <p>Funding bid nearly ready. First part unchanged. Financial section. Steve has copies of all quotes for work to send with bid. Match funding and in kind amounts have been reached. Still awaiting some letters/support documents for in kind work (topsoil and hardcore). Suzanne still awaiting quotes for haulage.</p> <p>(Talking of in kind work, Michael commended Andy on our website, which is a comprehensive record of our progress so far, an excellent communication tool and a possible source of funds. We all want to express our thanks to Andy for all his hard work.)</p> <p>Aim to send bid to Morag by end of week for her comments then submit final Bid as soon as possible. If successful should have money by end August. If unsuccessful we'll apply elsewhere and make full use of in kind offers.</p> <p>Suzanne to check if £250 grant from ERYC is time limited. Can buy raised beds and compost bins now if necessary. Further funding may also be available from ERYC. Suzanne to check.</p>	<p>Steve Suzanne</p> <p>Suzanne</p>
8.	<p>Field Development Progress</p> <p>Field has been sprayed with glyphosate (Round Up) to kill weeds before work starts. Glyphosate dissipates when it hits the soil and is safe for allotments and food crops so is in keeping with our environmental policy. Should be effective within a month.</p> <p>It was suggested that we scoop soil from banks at sides and rear of field to utilise as much of our own top soil as possible and reduce need for haulage, which is expensive, environmentally unfriendly and disruptive to local community. This would require a big digger which we need to find. Also suggested that level need not be as high as we originally planned, which would also reduce need for haulage and not require planning permission. Suzanne to</p>	

	<p>contact planners again with new plans to raise level by only 150 mm to level contours on the site.</p> <p>Plan of action is as follows:</p> <ol style="list-style-type: none"> 1. Enlarge entrance – crown 2 trees, remove gate and some hedging. Need temporary solution to block entrance when not in use. 2. May need to raise levels near entrance to allow ingress of lorries and digger. Possibly use road plates to protect verge. 3. Lay planings to provide hard standing for lorries/digger? 4. Big digger to scoop soil from ends and banks and use to even out holes. Also to dig drainage channel to back end of field. 5. Import topsoil and spread out. <p>Suzanne suggested Mark would generally be available to deal with contractors. Eventually need new gate. Could possibly be provided by Council. Need to source planings. Available from Council but have to register with them.</p>	Suzanne
9.	<p>Any Other Business</p> <p><u>Opening Ceremony</u> Plan to hold opening ceremony when we're up and running, probably June 2011. Michael to make enquiries about the possibility of Prince Charles opening the allotments. All to think of alternatives.</p> <p><u>Car Boot Sale</u> Unfortunately had to cancel last one. Agreed to try again one Saturday this summer at York Racecourse. Need to arrange a date. Decided to donate unsold stock to charity. Piece of Wedgewood donated to table top sale to be put on e-Bay.</p> <p><u>Hall hire for AGM</u> Denise to write to PC to ask them to donate cost of hall hire for AGM.</p>	<p>Michael</p> <p>All</p> <p>All</p> <p>Michael</p> <p>Denise</p>
10.	<p>Future Meetings</p> <p>Date and time Sunday 8th August 2.00 pm (Committee) Sunday 3rd October 2.00 pm (Committee) Sunday 5th December (Committee)</p>	<p>Venue Michael Denise Steve</p>

Next Meeting

Sunday 8th August 2.00 pm. Michael's house. Committee 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		