

GRAVEL PIT ALLOTMENTS ASSOCIATION

www.gravelpitallotments.org.uk

Minutes

Meeting held at 7.30 pm on 2nd March 2010 at Mill Royd, Yapham Mill

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)

APOLOGIES

None

Thanks to Steve for preparing agendas and Programme against Progress table.

		Action
1.	Minutes of Previous Meeting Accepted as a true record.	
2.	Matters Arising No matters arising	
3.	Draft Agreements – adoption and ratification of final wording. <ul style="list-style-type: none">• Constitution• Rules• Tenancy Agreements (Parish Council/GPAA and GPAA/Members)• Environmental Policy Statement• Diversity and Equality Policy Statement• Health and Safety Policy Statement <p>Constitution and Rules now adopted but any changes required by Parish Council (PC) can be made at AGM. Final copies to be agreed at AGM. Secretary to send final documents to Andy to put on website</p> <p>Environmental, Equal Opportunities and Health and Safety policies also to be put on the website.</p>	<p>Andy Denise</p> <p>Andy</p>

	<p>Tied in with the Environmental policy, Morag (National Lottery funding bid adviser) recommended a wildlife survey. Steve to contact Atkins, Michael to contact Council as per Morag's suggestion to arrange survey/ask for advice on how to proceed.</p> <p>Andy to send notes of meeting with Morag to Michael to remind him.</p> <p>A soil test is also required to check for possible contaminants. Suzanne said soil test would be £27 + VAT including testing for heavy metals. We would need 1kg composite sample in bags. Free topsoil to be tested too.</p> <p>Steve to collect samples. Need to get permission to enter field.</p>	<p>Steve Michael</p> <p>Andy</p> <p>Steve</p>
4.	<p>Big Lottery Funding Application</p> <p>All to check through notes and carry out any actions by 19th March (two weeks from this meeting). Suzanne will receive alterations to funding bid documents from committee and edit final version.</p> <p>Agreed not to submit bid until after we've signed lease for field with PC.</p>	All
5.	<p>Stakeholder engagement</p> <ul style="list-style-type: none"> • Parish Council • Letters of support • Offers in kind <p>We discussed PC's rent proposal for the field.</p> <p>There was general agreement that the PC had not understood the "community" aspect of the project.</p> <p>Steve suggested that we have a one year agreement that builds in a deferrment of the 98 year setting of rent.</p> <p>Next PC meeting 23rd March. We agreed to write to PC to agree in principle with their rent proposals but:</p> <ol style="list-style-type: none"> 1. Express our disappointment that they have not fully taken on board the fact that this is a community project and remind them to take into account the social betterment the project aims to bring 2. Remind them we are a Not For Profit organisation therefore it is unfair of them to judge us on a commercial basis 3. Ask them for assurances that rent will not go up "commercially" after our considerable investment of time, labour and money, which will greatly improve the field making it a more attractive commercial proposition for rental 4. Say that we feel the agreement is weighted heavily in favour of the PC and not in favour of parishioners 	

	<p>5. Ask them to explain how PC apply standards in a fair and consistent manner – eg mowing church yard – how many parishioners see/benefit from this?</p> <p>6. State that there is a general lack of interest in parish affairs (eg lack of input for Parish Plan) so it is unlikely anyone would care if rent was less than now.</p> <p>7. Thank them for offers of support and ask if they will pay for us to hold AGM in village hall.</p> <p>Denise to draft</p> <p>Programme of works (requested by PC)</p> <ol style="list-style-type: none"> 1. Crossover 2. Hardstanding 3. Topsoil <p>Steve suggested using free rubble and planings</p> <p>Michael said there is a drain in the back left hand corner of the field. Needs investigation. Michael to go with Steve when he collects soil samples to try to find it.</p>	Denise
6.	<p>Financials, legals and insurance</p> <p>Michael (Treasurer) to start cash book on spread sheet.</p> <p>Agreed by all that Michael to be cheque signatory with Chair and Secretary. Cheque book to be held by Michael and all cheques to be signed by Michael plus either Chair or Secretary. Michael will be able to view bank account online.</p> <p>Treasurer will present a report at every meeting.</p> <p>Public Liability Insurance now through. Paid for by Table Top Sale.</p> <p>£4 and £5 extras from Table Top Sale in bank.</p> <p>PC suggested legal checks on PC/GPAA and GPAA/Member lease agreements. NSALG offers this as a free service.</p> <p>NSALG membership to be included in rent to keep payments simple.</p> <p>Michael to check VAT and charitable status</p> <p>Data Protection – Michael to check if we need to register.</p>	<p>Michael</p> <p>Suzanne?</p> <p>Michael</p> <p>Michael</p>
7.	Any Other Business	

	<p>AGM 7.30 to 9.30 Tuesday 13th April, Village Hall. (Suzanne to book)</p> <p>Need to contact potential allotment holders. Invite them to AGM. Denise to do flyer. Michael to put up around parish. Andy to put on website.</p>	<p>Suzanne</p> <p>Denise Michael Andy</p>
8.	<p>Future Meetings</p> <p>Date and time AGM Tuesday 13th April 2010 7.30 – 9.30 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 Village Hall Suzanne Michael Denise Steve</p>

Next Meeting

AGM Tuesday 13th April, Yapham Village Hall, 7.30pm – 9.30 pm

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		