

## WEST BERGHOLT ALLOTMENT ASSOCIATION MINUTES 14/10/21

Present at Zoom meeting – Lynda Robinson (Chair) Layla Beaumont (temporary secretary ), Harry Stone, Colin Waylen and Bob Taylor.

1. Apologies – Norma Smith, Stuart Meadows
2. Accounts and budget: No rent increase is necessary next year, There was a suggestion to build a three-year budget plan, taking into consideration maintenance of equipment, purchase of any new equipment and any training required on use of equipment for new volunteers. As Colin has been maintaining equipment so far, money has been saved, with only the audit being a main non-static expense. The audit was successful and very positive on feedback. Only suggestion was reorganisation of how cash payments are dealt with. Chair to discuss arrangements with Parish Clerk.
3. Committee members: We have space on the committee for a new volunteer, as Teresa Tubby is leaving. Should any plot holder like to join the committee, please contact the Chair.
4. Waiting list and state of plots being vacated: We currently have a waiting list of 7 people and have 7 plots available. The issue is the state plots are being left in. Suggestion from the Chair to hire someone to clear very overgrown plots before letting them out, as we have extra in the budget. It was not felt that this was a job for the committee but a couple of plots are very badly neglected. It was agreed by the committee to get an estimate for this work.
5. General condition of the site: Concerns have been raised over the condition of some plots, agreement has been made to check during December inspections and take any necessary action. Colin has been maintaining the grass paths with help from Bob.
6. Vehicles prohibited: As of the 1<sup>st</sup> November 2021, there will be **no vehicle movement on site until 1<sup>st</sup> March** (weather depending).
7. Grass/hedge cutting volunteers and disposal of cuttings: Lynda, Bob, Colin and Layla have volunteered.
8. Skip and assessment of items in small shed: Skip has been booked for Saturday 13<sup>th</sup> November 2021, available for plot holders between 10am-11am. The small shed will be cleared out as much as possible and unwanted charity stall tool donations given to Richard Chadbourn to send to Africa.
9. Friendly bench sponsorship/tree sponsorship: Bench has been moved to it's new location. Recommendation agreed for sponsorship of the planting of a new tree for the village outside the Village Hall, where diseased trees are having to be removed.
10. On site meetings: Committee members will be available from 10am at the skip, should plot holders have anything they wish to discuss.
11. Volunteers and use of equipment: Potential training for brush cutter machine required, as is training for new volunteers. Chair to discuss with Clerk the best option.
12. Maintenance of equipment: Risk assessment to be updated with maintenance date, as per request of auditor.
13. Charity stall monies: Funds are available for groups to apply for help with projects and organizations are to contact Chair to apply for funds.
14. Harvest window display: The allotment window display in St Mary's Church was well received and the committee would like to thank everyone that donated.
15. AOB: Auditor requested extra column on risk assessment to include Action/Assessment. Layla to begin working on WBAA Facebook page.

Next Zoom meeting 13/01/22 7:30pm

Layla Beaumont pp Norma Smith WBAA Secretary