

Minutes of Committee meeting held on Saturday 20th February 2021 at 2:30pm, Zoom

Present: Paul Frost (Chair), Peter Bate, Simon Marshall, Avril Marshall, Rob Salisbury, Steve Bennett, Janice Bennett, Gill King, Phil Jones, Mark McGarvie, Barnaby Adams

1. Apologies for absence:

None

2. Minutes of meeting held on 10/October 2020

Agreed.

3. Matters arising from the minutes not covered later in the agenda

None

4. Membership & Seed orders

4.1 Membership

| | Full | Associate | Total |
|--------------|------|-----------|-------|
| AF | 19 | 3 | 22 |
| WA | 85 | 20 | 105 |
| Total | 104 | 23 | 127 |

No change since previous meeting.

Plastic box for forms has been removed at WA.

4.2 Seed orders

All orders delivered.

5. LLTC Update

- AF: 2 plots strimmed & cleared. Possibly another one. Not know who did this.
- WA: 10 plots cleared by LLTC. Some still to do
- No plots expected to be let during lockdown
- Liaison meeting requested with LLTC. No reply
- Gill King proposed we attend Annual Parish Meeting on 15/March/2021, 7:30pm and ask about allotments demand & lettings.

<https://www.leightonlinlade-tc.gov.uk/annual-parish-meeting/>

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- **AGREED** that we would see if we receive a reply from LLTC by 6/March/2021
If we don't then we will agree & submit a question in advance.
LLTC requests that:
"If you have a question you'd like to be answered at the meeting please submit this here [website form] before 4.30pm, Friday 12 March."
- **AGREED: Short meeting on Zoom on 6/March2/2021 2:30pm to prepare for Parish Meeting.**

6. Projects for 2021

6.1 In progress

- Spreadsheet shared & will be circulated by Paul Frost
ACTION: Paul Frost
- £525.58 of maintenance identified, mostly for WA.
- Phil to visit AF to examine mower leak **ACTION: Phil Jones**
- Gill King raised: grass seed needed for AF orchard
- AF Toilet is damp inside. Phil to examine. **ACTION: Phil Jones**
- We would like to apply for grants other than from LLTC.
 - Lottery is difficult
 - Bags for Life (Tesco) is easier but still a lot of form filling

6.2 Future

- Difficult to do bigger projects during lockdown
- Deadline for LLTC grants is Friday 23/April/2021
<https://www.leightonlinslade-tc.gov.uk/grants-and-awards/>
- Ask if we can apply for a LLTC grant to be spent once Government restrictions have eased sufficiently. **ACTION: Paul Frost**

6.3 Candidates for grant

Circulate last years' grant project ideas doc **ACTION: Peter Bate**

7. Communications

- **Proposed:** that the final approved version LLAA Committee minutes are displayed on the noticeboard, available via the website and emailed to all members.
Gill King was concerned that knowledge of what the LLAA is doing was of value to non-members and should be regarded as a member benefit
AGREED to post final approved minutes on noticeboard, website & email to members.

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- The WA noticeboard has not been updated since Anne Willett stood down.
ACTION: Janice Bennett to update WA noticeboard. Gill King to update AF noticeboard

8. Community facilities

8.1 Equipment

- Loan of lawnmowers & strimmers to members
- Felt there needed to be a contribution towards fuel & maintenance
ACTION: Peter Bate to ask NAS if they have guidance.

8.2 Facilities

- Need a toilet cleaning & maintenance rota for each site
- Need plan to recommission communal facilities following lockdown

9. Seed swap

- Peter Bate proposed having a seed swap procedure such as via a closed Facebook group as used elsewhere.
<https://www.Facebook.com/norwichseedswap>
- **AGREED: Create a closed Facebook group for LLAA members to swap seeds, plants etc.**
 - Need to submit name & plot no to join group.
 - Simon Marshall & Mark McGarvie to be admin for the group.
- Create group **ACTION: Mark McGarvie**
- Supply abridged membership list (names & plot numbers only) to Mark McGarvie **ACTION: Simon Marshall**

10. AoB

10.1 Phil Jones - Newsletter

"I'd like to try to get the newsletter to non members to see if we can get some new joiners. The best and most economical way I can see to achieve this would be to publish it on our website and facebook pages etc. Is anyone unhappy with the detail being made public? Once on website etc we can put a flier up on the gates to let people know it's there."

Gill King was concerned that this should be a member benefit. On balance it was felt that the newsletter promoted the benefits of membership.

AGREED: Newsletter to be on Noticeboard, website & Facebook as well as emailed to members.

Next newsletter will be in May. Top item is to be the seed scheme.

10.2 Phil Jones – Bank Account

“We will need to amend our constitution in relation to our new banking facilities. It currently states two out of three signatories should sign cheques. However I want to be paying for items by bank transfer and debit card where possible. Obviously larger projects and their associated costs are authorised by the committee but we just need to think about the protocol for running costs such as the purchase of toilet supplies, fuel etc.”

- Check with NAS about new sample constitution which takes account of electronic banking. **ACTION: Peter Bate**
- **AGREED: Signoff limit of £75 for low value spend**
- **AGREED: Report expenditure at each Committee meeting**

10.3 Paul Frost – Selco (Building materials suppliers)

- We now have a trade card. Branch in MK
- We have 5 membership cards

10.4 Paul Frost – Garden centre discounts

- Dobbies – Declined opportunity to provide LLAA members with a specific discount scheme.
- **AGREED: To ask Frosts**

10.5 Paul Frost – Question from member re Liaison meetings with LLTC

Q. Is the attendance of a compliance officer required?

- Ask NAS about whether LLTC should have a named allotment officer
ACTION: Peter Bate
- Ask NAS about compliance officer **ACTION: Peter Bate**

10.6 Gill King – Rubbish on a plot at AF – what to do?

Send photo & plot no. to Paul Frost **ACTION: Gill King**

Meeting ended at 4:15pm

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Meeting calendar

Meeting calendar for 2021

| Type | Date | Location |
|--|---|----------|
| Committee (short meeting to discuss LLTC Parish Meeting) | Saturday 6/March/2021, 2:30pm | Zoom |
| Committee | Saturday 10/April/2021, 2:30pm TBC | Zoom |