



Minutes of Henley Allotments' Association Committee Meeting 24th May 2021

Present: Doug Richards, Lewis Every, Mandy Taylor, Peter Anderson, Sharon Oldham, Tony Robinson

1. Apologies for Absence: David Chilvers
2. Minutes of the last meeting: passed as correct
3. Matters arising from previous minutes/ outstanding action points: attached sheet
4. Matters outstanding/action points: attached sheet
5. Treasurer's report:
 - The accounts are pending, but bank balance as at 5th May £3930.73
 - Queries from Committee:
 - What is the situation with the new bank account? Forms were completed at meeting January 2020
 - Has the audit of the accounts 2019-2020 been arranged?
 - Copies of the current public liability insurance are required for noticeboards
6. Secretary's report:
 - Volunteers for Committee:
 - Greencroft: Jane Wilson; Bridget Collins
 - Watermans: Jane Grey
 - To be co-opted onto Committee at AGM; Sharon to contact re: roles
 - Discussion about the lack of and need for a constitution which includes an outline of roles and responsibilities
7. Greencroft:
 - Fence blown down in high winds mended
 - Chicken wire required to rabbit-proof sections of boundary – Lewis dealing
 - A "guess the weight of the giant squash" competition raised sufficient donations to hire a skip
 - A new shed doubles as site manager office, and contains books/magazines to borrow
 - Two dilapidated sheds removed; second-hand new ones sought
 - A plot holder passed their plot to a friend on leaving Henley. Tenancy Agreements are not transferable. New plot holder to be evicted.
 - Two glass fronted noticeboards required
 - Issue of petrol for the lawn mowers to be considered
 - Regular wood chip supply has been arranged
8. Watermans:
 - There are now 123 plots on site
 - Inspection in April showed 15 plots in lowest category
 - There has been some abuse of the trailer, with people dumping non-site rubbish
 - The gate is sometimes being left open/unlocked – plot holders to be reminded of locking policy as this has helped significantly re: fly-tipping
 - Hedge at Reading side of gate needs cutting back

- There have been thefts from the site – CCTV is being considered; signs similar to Greencroft to be procured
- Wildflower seeds sown on southern perimeter
- Regular wood chip supply has been arranged
- First aid box now available in the communal polytunnel
- Installation of additional taps will require new supply line – total cost would be over £6000 so not to be pursued
- HTC to repair deer fence
- Tree work to be undertaken in the autumn

9. AGM

- It was agreed that the AGM needs to happen ASAP – online via email
- Documents sent out to include:
 - Agenda
 - Previous Minutes
 - Secretary's report including a "Chair" review
 - Treasurer's report including request for auditor for accounts
 - Greencroft & Watermans reports including plot holder winners
 - AOB
- Running order:
 - 12th June – Notification of AGM; request for AOB within one week
 - 19th June – Documentation sent out, including any AOB
 - 26th June – Deadline for responses/issues/questions
 - 28th June – Committee meeting to consider matters arising
 - 5th July – Deadline for Committee responses

10. AOB:

- Plant sale 10.00-12.00 Saturday 29th May – open to plot holders only
- There is an issue with glass on Watermans; tenancy agreement to be checked
- Site Managers need bank details to allow plot holders to make online donations
- Plant sale table will continue at Watermans – volunteers are taking donations

11. Date of next meeting: 28th June

MATTERS ARISING / ACTION POINTS

PENDING FROM LAST MEETING

Potential for GQT or HSL/Garden Organic Speaker	SO/DMcE
Process for site structures to be added to new plot holder info	SO

PENDING

Query whether the NASLG insurance should be included as part of the plot invoice, rather than separated out. SO to discuss with Council Tenancy agreement re: insurance needs checking/amending if necessary	SO/HTC
HTC to be asked for cost to clear a plot & invoicing person concerned	SO/HTC
Plot holders to be reminded of obligations in tenancy agreement	SO
Capital Expenditure: <ul style="list-style-type: none"> Tea/meeting shelter/shed at both sites Shelter/Shed at Ladds 12x8 £1040 plus base (£576) and installation (£279). Verandah £370 Open sided shelter/canopy shelter to be investigated First Aid boxes for both sites (including notebook for recording incidents), with waterproof container Water harvesting - perhaps HTC would invest in a feasibility study (or more) for both sites. Storage bays/areas at Watermans - construction with solid bases for communal manure, chippings, scrap metal, etc -for further consideration 	SO/MT/TR TR/DR SO/HTC SO/HTC ALL
Composting: anyone with experience to run a course?	SO
Watermans: waterproof container for first aid kit required	DR
GoStripe online payments for seed scheme	SO
Plot holder information pack	SO
HAA Constitution <i>Marissa has found reference in the Committee Minutes 4th March 2004:</i> "Constitution: noted that this did not seem to exist. A copy from the national body costs £150. IR to examine and consider how to draft. (IR - Councillor Reissmann)" <i>It would appear nothing was done. SO currently working with Marissa to see what else is in the records</i> Pre-allotment association rules found by Peter	SO
Welcome letter	SO
Alternative web hosting	SO / MT
New email database <i>New plot holder map to be drawn up; SO to investigate keeping the spreadsheet on a shared drive with security measures and log ins for SO and Eileen to facilitate keeping up-to-date</i>	SO / HTC
Ask Becky to contact Mr & Mrs Laing re: cutting back laurel tree <i>Becky investigating</i>	SO / HTC
Meeting with HTC horticultural team to see how we can work together	SO / HTC
Becky to organise introduction to Open & Green Spaces Committee	SO / HTC
Occupancy rates statistics details <i>SO to provide, along with an overall view about the HAA for new councillors</i>	SO / HTC
HTC hedge cutting policy – timetable/frequency to be agreed <i>Parks aware that hedges weren't cut in a timely manner last year (Watermans</i>	SO / HTC

<i>should be cut late August/early September); Kyle and Karl would like to walk the sites with DR/TR, LE/replacement and SO to clarify which areas are Parks/HAA responsibility.</i>	
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CARRIED FORWARD

Social Events

Watermans bonfire

RHS Specialist Day (8th June) postponed

COMPLETED

Greencroft: deer access by cricket club gate: fixed

Volunteer auditor: Stern Greenhalgh

New email database: all emails up to date

Plot holders emailed to advise increased costs mean cow manure mean supply is no longer viable; Doug hoping to continue to procure horse manure

NASLG (NAS) membership and Public Liability status amended on website

Skip hire: decision made not to hire a skip, but for:

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| <ul style="list-style-type: none"> - wood to be burned - metal to be scrapped - plastic & glass – Doug to arrange tip runs for both sites in conjunction with site managers |
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Capital Expenditure:

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| <ul style="list-style-type: none"> ○ Greencroft secure lockup: not to be pursued; petrol to be locked in fire cabinet ○ Defibrillator - no electricity on either site ○ Composting bays at Watermans - prefer to encourage plot holders to compost their own waste on their plots. |
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Committee Members: email for volunteers – 2 @ Greencroft; 1 @ Watermans

Watermans: 1000 litre water tanks are now either collecting rainwater run-off or not being used
