

Alers Road Leisure Gardens Association Committee Meeting Minutes - 15th January 2023

Present	Apologies for Absence
Adrian Hawthorne – Chairman	Eddy Haydon
Debra Collins – Secretary	Martin Williams
John Hollands - Treasurer	
Roy Seymour	
John Young	
Richard Collins	
Ray Mitchell	
Linda Hartard	
Mary Harrison	

Min	Item	Action
1.0	WELCOME	
	<p>Adrian welcomed everyone to the meeting and wished everyone a Happy New Year.</p> <p>Apologies given from Eddy.</p> <p>Martin has said due to family circumstances he was stepping down from the Committee. Adrian has spoken to him, and Martin has lots of ideas around the website and Facebook group that he has suggested that Martin remains on the committee and is kept up to date re meetings and minutes and re-joins the meeting when he is ready.</p>	
2.0	OPEN ACCESS	
	None	
3.0	Previous Meeting	
	Amendments to the minutes for the meeting held on the 30 th October 2022 completed prior to the meeting, no further amendments raised. The minutes were agreed as a true record and signed by Adrian as Chair.	
4.0	MATTERS ARISING	
	<ul style="list-style-type: none"> • Path inhibited by crates from plot 18. Richard had noticed that Lukwinder had cleared the path when he went past it the other week. Debra will visit the plot to ensure that this has been done. • Keys – Debra has managed to contact James after several attempts. James was unwell just before Christmas and then he was going on holiday for 1 month till Australia and wont be back until the end of January beginning of February. We arranged for me to collect 15 keys from his line manager Caroline Harding. So we now have some keys and are able to offer the half plot that is available. • Water tank / watering systems – No further information. 	
5.0	CHAIR'S REPORT	

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	<p>Adrian shared that he has started preparing his plot. We are fortunate that though we have had a lot of rain lately the site drains well. Digging over the beds is quite easy at the moment. Adrian wished every good luck with all their preparation.</p>	
5.0	TREASURER'S REPORT	
	<p>John shared a printed sheet of the annual accounts for 2022. These are unaudited and are currently with the auditors. John explained the accounts; Income is up due to the increase in the rents. Expenditure is higher also mostly due to the water charge of £3K, this is due to increase in cost and increase use last year due to the heatwave we experienced. There have also been costs around maintenance of machinery and site upkeep such as removing the big sycamore tree.</p> <p>At the end of the year we still have a surplus of £1260, plus assets worth £23K. If anyone has any questions or require further clarification, please speak to John. The account sheets will be included with the minutes for the records.</p>	
6.0	PLOTS REPORT	
	<p>The number on the waiting list remains 13, as we have not been able to let the ½ plot that was available as we had no keys and there has been no new enquiries, likely due to the time of the year.</p> <p>We now have keys and I will contact the next person on the list and offer this.</p> <p>Nothing else to add at this time.</p>	
7.0	SITE REPORT	
	<ul style="list-style-type: none"> • Roof shed has been repaired – thank you to Ray for completing this. • The repair to the Manure bins has started and is ongoing. • Trees from Sophie's plots have all been removed. • Burying the water pipe is proving difficult due to the mass roots in the area. John has tidied the area up. When weather improves John will drill into the stumps and use a poison to kill them off. Richard asked about using a metal pipe to pass the water pipe through to help protect it. John said that he has thought of that also. • First aid kits- thank you to Mary for sorting the boxes, they are now in a better state. • John brought along the site log book for 2022. This was completely blank with nothing written in it for the whole year. Debra to put a reminder in the next newsletter, reminding people to use this rather than just mentioning things in passing. . • Letter received from Thames Water saying they would be coming to fit a Smart Meter. The letter stated that they would not making an 	Debra

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	<p>appointment but would just attend the site and carry this work through. John has written to them to inform them that they may not be able to gain access unless they book an appointment as this is a secured site and a key is needed for access. Having a meter may make it easier as wont need to keep lifting the hatch to get a meter reading.</p> <ul style="list-style-type: none"> • Lock on the gate; John spoke to James and he said that John needed to contact Ward Security as not James responsibility. John has managed to repair this himself. 	
8.0	MACHINERY	
	All machinery is in working order. No concerns	
9.0	FEDERATION REPORT	
	<p>John has tried to rebuild partnership. Still not been able to have a meeting. James was meant to organise a meeting for the end of January, but as he is not back until the end of January, John suggested that a meeting be arranged and booked in ready for when James returns rather than wait on James.</p> <p>When John sent an email to Joanne Powell, Allotments and Cemeteries Technician, he was advised that the email was put aside for James to deal with on his return. It appears that anything to do with allotments is being shelved until James returns from his holidays.</p> <p>Adrian asked who's who. John explained that Director of Place is Janet Stone, who signs of budgets etc, Caroline Harding is her deputy.</p> <p>Janet Stone said that she was desperately trying to recruit an officer responsible for allotments, and wanted to delay the meeting until the person was in place. That was in October, do not think this vacancy has been filled.</p> <p>John wants to establish what the structure is in relation to allotments. Who is responsible for what, so when there is a problem we approach the correct person.</p> <p>If no response we having a meeting soon John will approach Peter Craske, councillor to try and solve this. He would prefer to speak with the officers and build a relationship. Other sites are worse off than us as they are more reliant on the council for letting plots and maintaining their sites.</p>	
10.0	FACEBOOK	
	<ul style="list-style-type: none"> • The group page was set up, need people to join and like the page 	
10.0	WEBSITE	

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	<p>John Hollands, John Young and John Harrison had a 3 way discussion about the website. They went back to basics to look at what they want and expect from the website. There were 5 Key Performance Indicators:</p> <ul style="list-style-type: none"> • How many people view the site • Enquiries • Shout outs • What documents do we share • What content is put on the site <p>They produced a template which was shared at the meeting which shows the above as block graphs. Adrian asked how many shout outs are we able to have. John H said 3 a month.</p> <p>The emails needed to be shared with John holland as currently John Harrison only has details of 57, so that we can reach more of the current plot holders. Debra to send spreadsheet to John Holland. John Young suggested using a whats app group for those that do not have email or do not want to share email addresses. A message can be sent with a link to the shout out on the website.</p> <p>The website can be used for Formal notifications, news section</p> <p>John Young will email the website analysis to Debra so it can be sent to all committee members with the agenda.</p>	
11.0	ANY OTHER BUSINESS	
	<ul style="list-style-type: none"> - AGM: April 2023, John has tried on 3 occasions to book the Boys Brigade hall. He will chase again. The preference is for a Friday in April, avoiding Easter break, if not a Thursday. As soon as John knows the date he will let Debra know so an invite can be sent out to all the plot holders. - - Health and Safety survey to be carried out – John, Adrian and Ray to arrange. We need to carry out regular surveys to ensure we reduce all risks on site. There are a few matters that need addressing. - 	<p style="text-align: center;">John</p> <p style="text-align: center;">John, Adrian and Ray</p>
	<p>Next Meetings</p> <ul style="list-style-type: none"> • 26th March 2023 at 10.30am 	