

## **MINUTES OF RGS Committee Meeting 9 am Sunday 3 March 2019**

Present: Helen Finch (Chair), Elizabeth Smart, Mariangela Renshaw, Elaine Barnwell, Vivien Fowler, Ali Linton, Catherine Maunsell-Bower, Patrick Crawford, Carol Martinez, Greg Willcox, Mike Cooper, Jackie Savage (Minutes) and Shirley Gillbe.

Apologies: Gill Tamsett, Janis Humberstone and Brenna Lattimore

Minutes of meeting held on Sunday 3<sup>rd</sup> February, agreed ex committee, signed.

### **1 Matters arising (not agenda items)**

#### **i Renewal of Lease (PC)**

On 28 February an email was sent to Peter Tiernan of Wandsworth Council in response to his of 23 January. The main points in the email related to the need of the RGS to have a peppercorn rent with no rent review and that undertaking capital works must be an aspiration of the RGS; subject to adequate finance being available.

Mr. Tiernan responded on 1 March. Whereas he did not accede at this stage to our requests the tone of his email was encouraging. He suggested, which we agree, that we should meet with Ian Mitchell of Enable to discuss the matter of capital works as well as service obligations. Following this meeting, we will then meet with both Peter Tiernan and Ian Mitchell to try and resolve outstanding matters. We are now in the process of arranging a meeting with Ian Mitchell. The matter of the renewal of the lease is progressing; albeit slowly.

#### **ii Site 2 Store Roof Renewal & Funding Opportunities (PC)**

Three tenders for the renewal of the Site 2 Store roof have been received. The lowest tender from Stork Roofing was £10,020.00 inclusive of VAT, contingency sum and provisional sums as well as the removal of the current asbestos roof. Work could commence within 7 weeks and the work will take 2 weeks. The other tenders received were £11,300.00 and £13,502.70.

EB is very helpfully sourcing grant assistance for this work; particularly the Wandsworth Grant Fund. If successful, we might receive £1,000.00 towards the cost of the works. Patrick is also speaking with Wandsworth Leisure about other financial assistance which they suggested following a meeting on site. There is a difficulty applying for other grants as such applications require a suitable lease to be in place.

A question was raised as to whether Wandsworth Council are responsible for the maintenance and repair of the Store on Site 2. This matter is being progressed by JS.

PC stated that it is essential, in his view, that the reroofing of the Site 2 Store needs to be undertaken this year.

#### **iii Wood chip and manure deliveries (VF & GW)**

Jo Buckingham is back delivering wood chip again so we may as well stay with him. Manure deliveries with new people working well but VF has not given them a key yet. The previous supplier still has a key.

### **2 Chair's report**

#### **i Behaviour Policy revision:**

JS has done a lot of work on it and included written abuse and detail about harassment. It is now out for consultation with those most affected by it ie the site secretaries, and to SG as she has particular experience in this area. A final draft will be circulated before the next committee meeting. HF emphasised how important it is for us to support the site secretaries doing this difficult frontline role. The Revised Behaviour Policy will be brought to the next meeting for committee approval.

**(Action HF)**

ii Appeals Processes: There are 2 policies that have the appeals process attached; The Breach of Allotment Rules and The Behaviour Policy. (these were attached to the agenda for this meeting.) The process is almost the same for each of these policies but with small variations. This document has been circulated to all the committee having been through an approval process by the site secretaries, JS, CM and SG.

As there were no further comments it was decided that the Appeals Process addenda will be added to their respective Policies. This will complete the The Breach of Allotment Rules policy so this will be sent to JC to update the website. **(Action HF)**

iii Website: HF had a preliminary meeting with Jean Crawford to discuss how the website might be improved. Jean is keen to make the information more readily accessible for identified groups eg those who may like an allotment and another group would be RGS members who already have a plot. We plan to have another meeting with JS as well once Jean is clearer about what might be a good update. Allied to the website responsibilities JS has agreed to take on a new role as PR person. It was evident in our lack of response to a request from Enable for a contribution to their March Allotment Update that we needed someone whose job it was to deal with such requests.

### 3. **Treasurer's report.** (JH read by HF in her absence)

i Rent invoices were despatched on 18 February and prompted an immediate flurry of payments. A significant number of plot holders (and also RGS members without plots who pay only £2.50) have started making their payments by direct transfer into the bank account. JH has also received several cheques which were sent to her in the first couple of days after the despatch of the invoices and have been paid into the bank. Many thanks to those who have paid early as it helps to even out the record keeping.

ii RL has provided JH with a soft and a hard copy of the rent schedule as at the date the invoices were despatched, which she is using to monitor rent receipts (as well as RGS subs). RL will continue to maintain the existing data base and JH will adjust her own spreadsheet independently, therefore could site secretaries notify her of any plot holder changes as well as RL, and EB (who needs to keep the email distribution list up to date).

Then, on that subject, just a reminder for site secretaries to let me know the breakdown of any rent receipts for new plot holders, JH received one payment recently with no details.

iii Access to the online bank account was changed recently. HF and JH were authorised to make payments online, and JS has "view only" access. JH confirmed that she is now able to access the account and make payments, but she first had to spend an hour on the phone to the bank, as her new password did not arrive. The old memorable information has been deleted so can no longer be used to make payments in place of the hand authorisation machines. HF and JH both have such machines.

iv JS has agreed to check the bank accounts for payments of rent at the request of site secretaries.

v Discussion about £15 credit with potato company. **(Action CM)**

It was agreed that EB should send an email to all plot holders to remind them that if they need to pay by the end of March if they haven't already paid. (Action EB)

### 4. **Allotment Secretaries' reports**

#### **Site 2 (MR)**

The only change to report is that the plot holder or plot 17 (2.5 rods) has decided to give up his plot. This plot will be offered to the next person on the Primary list.

#### **Site 3 Outer Area (VF)**

Lettings: Plot 52A & Plot 75B let

Plot 58A in process of being let  
Plot 93A given up, prospective tenant contacted  
Plot 67 – plot holder now sharing with her father as PHP

#### Problem Plots

Plot 54A – bonfire reported. Tenant contacted  
Plot 67 – concern about amount of debris transported from 116A

#### Problems with Neighbours

Damage done to Plot 99A by landscapers working in Huntingfield Road using allotment keys for illegal access  
Plot 58A – considerable overhanging vegetation from house at rear

#### Other Matters

Recycling enclosure – attracting rubbish. Is it of value? A brief discussion followed and it was agreed that the enclosure should be taken away. If rubbish dumping became a problem elsewhere we might consider its reinstatement. **(Action VF & GW)**

### Site 3 (inner area) (AL)

Lettings: Plot 115C & Plot 101A – let  
Plot 120B & Plot 127B - Offered

Plot 110B is being relinquished

Plot 116A is being relinquished by plot holder who is becoming a plot holder partner on her father's plot 67. This plot will be split into 2.

### 5 Trading Secretary's report (GT read by HF in her absence)

Following last year's trial of opening on Saturday mornings during March and April, the Store will be open again for 6 weeks from 23 March to 27 April inclusive for one hour between 11am and 12 noon. This gives members who have other commitments on Sunday mornings to buy products from the Store when preparing their plots for the summer growing season. CM has agreed to set up a doodle poll so that volunteers can send in their availability in order to produce a rota. GWT thanked CM for this. **(Action CM)**

The new catalogue for 2019 has arrived from our main supplier, Loach. GT will be reviewing this to see if prices have changed significantly.

### 6. Bulletin Editor's report. (CM)

March/April bulletin to go on website today. Deadline 8 April for next one.

### 7 Show Secretary – date & plans “new variety summer show” (CM)

We need to source about 8 gazebos. CM has asked a plot holder who works at Queen Mary's to look into using theirs. Once we know when we can have the gazebos we will be able to decide on the date. **(Action CM)**

### 8. Site Manager's report (SG)

#### 9. Diary dates:

New Variety Summer Show: Sunday 9<sup>th</sup> or 16<sup>th</sup> June (Site 2)

Autumn Show: Sat 21 September (Church Hall)

AGM: Thurs 14 November (Cricket Club)

Wisley Trip 22 March (post meeting BL says there are 17 adults and 4 children going.)

Date of the next meeting: Sunday 7 April 2019 9am at the store