

Meeting minutes HACA 6th November 2021

Present: JD,CB, PD,TS,PB,DT

Apologies: GN, JH (John Herron)

Previous meeting minutes passed as being an accurate account of 4/10/21 meeting.

Update on actions outstanding:

1. Risk assessment on overgrown vegetation on roadway. Plot holders to be asked to trim back, not least for the repair of the roadways scheduled for the financial year 21/22.
2. Plot markers need to be repainted.
3. Pond on plot 56 needs to be fenced in for child safety.
4. Rota for toilet cleaning needs to be auctioned by SSSO.
5. Still waiting upon Council response from SLA meeting on a whole list of outstanding issues. PB to keep on pursuing.
6. DT informed the committee that he has resigned from WAGA to avoid any conflict of interests. PB thanked him for his decision.
7. TS produced a suggested list of future projects, with no assigned priorities that produced a wide ranging discussion about pros and cons. The need for them being cost neutral was important. The outcomes are as follows.
 - Polytunnel frame to be erected to gauge size and possible site location - DT to talk to Geoff Smith. Decision on future use to be further discussed.
 - The need for a workshop container and the associated costs led on to applying for lottery funding. PB to take forward and DT to pass any previous application or information.
 - The defibrillator to become the first Charity focus. The aim to collect £600 and then seek match funding is the target.
 - Car parking layout and lines was deemed a priority. DT to cost paint.
 - The reposition of the recycling bins needs to be done first before car park marking.
 - The suggestion of a notice board on gate was widely supported. DS to cost.
 - Still waiting on speed signs from Council. TS has costed them at £40. If Council can't supply then it was decided to initially start with 2 signs.
 - The suggested mentoring scheme for new plot holders was widely supported.
 - The suggestion to allocate close neighbours as mentors was accepted.

It was agreed that the proposed projects should be communicated to all plotheholders and invite feedback and opinion

8. The committee accepted the principle that all composting materials brought on to site have to be from a reliable source with the provenance established from the supplier. The use of particular chemicals to control broadleaf weeds in grass being the main cause for concern. Currently these controls are in place but need to be monitored if suppliers should change. The committee agreed that a small charge for dung should be levied to deter a very small minority of plotheholders constantly taking a disproportionate amount to the detriment of other plotheholders. A charge of 50p per barrow load was widely accepted as being reasonable and in line with previous practice. The redesign of the compost bins to take this into account.
9. The following 'shadowing' roles were agreed to cope in the event of a member of the committee being unable to continue in their role. TS to shadow DPO. PD to shadow CB. Webmaster to be shadowed by TS and DT.
10. Another social event to be planned for late Spring 2022 and DT to speak with Hillary Gribble about getting involved as a social secretary.

Chairpersons report. PB thanked everybody for the work done so far, especially in his enforced absence whilst recuperating from his operation. PB went on to explain the unacceptable behaviour of WAGA over the request for funding for a defibrillator and said that he had written to both the chairman on WAM and WAGA to voice our outrage at the appalling way in which the bid was treated. We have received no reply.

Membership Secretary. Christine explained that there is a legacy of issues regarding plots and co-workers that she is working through. She has been cross checking the waiting list with current co-workers. CB has written to the first group on the waiting list; 15 still interested, 7 no longer interested or not replied. The communication systems and procedures for reletting are all in place and becoming embedded as she processes the first 4/5 plots. The waiting list has some 180 and it was suggested it should be closed. CB will continue to work through the list and establish the remaining interest for plots. To be reviewed in January 22.

Treasurer. PD asked for the keys not to be given out until his invoice for ground rent, deposit and key deposit has been paid. Items of expenditure recently included the provision of a new full stocked first aid box in the social room, rebuilding a store shed, gas for the BBQ, food for the meet the committee weekend and some postage. Income from food donations and tool sale came to £35. Currently in the bank is £1590.05 with a further payment from WBC of £2072.80 due within a week. There is £33 in petty cash. PD raised the issue that email with attachments was going into SPAM on the recipients computer/phone. Everyone to be aware this may happen and ask recipients to look in their SPAM folder if you have sent an email with attachment. This to be kept under review as a different level of email service may be required from our service provider.

Company secretary. TS has removed all scrap metal from the car park and other rubbish will be removed shortly. (post meeting note – thank you TS)
TS asked everybody to write a short list of what they regard as a definition of their individual role for the next meeting in January. TS asked everyone to update any process control documents as evolving systems and processes are put in place and we establish procedures. Feed to TS as these emerge.

Webmaster. 38 plotholders have signed up to the newsletter and 11 have joined the Facebook page. We need to continue to press for responses once we have the data released by WBC.

Equipment Hire. A condition audit is needed for all equipments and a service log for all hire equipment. The process for training and demonstrating the safe use as well as a declaration of responsibility for injury sustained in the use of any equipment as well as insurance requirements is being examined by JH. Post meeting note. DT to compile an audit of all equipment against an assessment of condition. Equipment can't be hired out until this is in place.

Next meeting January 15th 2022. Venue to be confirmed by TS. Meeting closed at 2.20pm. Future meetings to avoid lunchtime. Suggested time 9.30am.

P.Brereton.