**Cutteslowe Allotment Association**

**Annual General Meeting Minutes, 8th December 2019**

**Present:** Nigel Howard, Ian Sheppard, Diana Young, Bob Findlay, Kathy Clarke, Deborah Crawshaw, Alison Miell, Dave Chen, Gillian Lewis, Matt Todd, Charlie Millar, Sue Scamp, Chu Dong, Diana young, Rachel Croft, Helen Woodward Davies, Dave Williams.

**Apologies:** Harry Fletcher, Hilary Fletcher, Alice Millar, Dave Husband, Alison Lay, Moses Kamau

**Agenda Items:**

1. Association report

2. Treasurer’s report

3. Election of Officers and Committee members

4. Clarification and Changes to membership rules

5. Update on Allotment improvements

6. AOB

**1) Association Report**

Bob welcomed and thanked all the members at the meeting. He also thanked all those who have helped at the various work parties during the year and those who undertook the grass cutting of the paths.

2018 AGM minutes approved.

Item noted for correction. Terry Burgess was no longer on the committee

Copies of the 2018-19 Annual report were given out and Bob talked through the report highlighting the Allotment membership, Grant Applications, Site improvements, Plot Development Plans, Work Parties, ODFAA Allotment Competition, paths and the poor cultivation of some plots.

(Full copies of the 2018-19 report were distributed)

**2) Treasurer’s Report**

The Association had an opening balance of £6051.97

Income and receipts for the period of 31st October 2018 to 31st October 2019 was £15448.97 which included grant payments of £6102.00 for improvements to the allotment entrance, tools, machinery and a community shed.

Expenditure for the period from 31st October 2018 to 31st October 2019 was £10463.36

The main expenditures were for the main grant schemes.

The balance of funds as of 31st October 2019 is £4985.61 of which there are committed funds from current grant payments of approximately £515.00 which are required for the purchase of Shelving inside the community shed, plants for the community garden, hand tools and resetting the gate post. Key deposit fund £892.00

The accounts were approved and signed off for 2018/19

(Copies of the full report were distributed)

**3) Election of Officers and Committee Members for 2019/2020**

**It was noted that Simon Scamp was unable continue to as a Committee member due to increasing work commitments.**

The following Officers were duly elected by the Members present at the 2019 AGM

**Chairman:** Bob Findlay

**Secretary:** Ian Sheppard

**Treasurer:** Ian Sheppard

(Approved signatories for bank account, Ian Sheppard, Bob Findlay, Nigel Howard)

**Committee Members:** BobFindlay, Ian Sheppard, Matt Todd, Nigel Howard, Dave Chen, Alison Miell, Kathy Clarke, Dave Williams and Rachel Croft

**4) Changes to membership rules.**

The proposed Constitution and Members Rules Changes were discussed by members and unanimouslyapproved at the AGM.

The changes are as follows:

**Members Rules**

**(Item 1)**

**Existing rule**

6) Members must keep their plot tidy and in a reasonable state of cultivation which includes the following minimum requirements:

*Members must ensure that their plot is managed in a way that keeps the plot in a reasonable state of cultivation. The definition of ‘reasonable state of cultivation’ is that at least 50% of the plot should be growing produce during the main growing season (March to October). This requirement does not apply during the winter period. Any uncultivated part of the plot should be managed to ensure the following***:**

**Proposed change from 50% to 75% cultivation**

*Members must ensure that their plot is managed in a way that keeps the plot in a reasonable state of cultivation.* ***The definition of ‘reasonable state of cultivation’ is that at least 75% of the plot should be prepared for or growing produce during the main growing season (March to October).*** *This requirement does not apply during the winter period. Any uncultivated part of the plot should be managed to ensure the following:*

**(Item 2)**

**Existing rule**

6 e) Members who fall below the expected standards of cultivation will be given the opportunity to remedy the situation. If it is felt by the committee, during the regular site inspections, that the situation is not improving an initial warning letter will give a 2 week notice period during which remediation should take place. A second and final warning letter giving 2 weeks’ notice will be forwarded to the member(s) which may result in the termination of the membership or alternatively, and at the committees’ discretion, an offer may be made to reduce the size of the plot for use.

**Proposed change to clarify action resulting from poor cultivation.**

**Notwithstanding the provision detailed in rule 6 e should, in the opinion of the Committee, there be a failure to maintain the expected level of cultivation which causes a detrimental impact on other plots or any matter relating to the Association, the Committee reserves the right to take action to remedy the situation.**

**The Committee will endeavour to notify the plot holder of any intended action.**

**5) Update on Allotment Improvements for 2020**

a) Purchase and installation cycle racks by gate

b) Improvements to the community seating area

**6) AOB**

a) Information to be given to members on control and prevention on Potato/ Tomato blight and general vegetable pest and diseases (Organic methods)

b) Cover required for the lower dip tank to help keep leaves out.

c) Work parties to be arranged next year with possibly the first being in March, June and September and October for a final site tidy

d) No increase in membership fees this year