**Cutteslowe Allotment Association**

**Annual General Meeting Minutes, 10th December 2017**

**Present:** Nigel Howard, Marilyn Howard, Ian Sheppard, Bob Findlay, Kathy Clarke, Alice Millar, Charlie Millar, Tatiana Solovieva, Deborah Crawshaw, Alison Miell, Matt Todd, Carolyn Dodd, Sergei Gutnikov, Harry Fletcher, Hilary Fletcher, Jo Richards, Dave Chen

**Apologies:** Pete Goodgame, Gerald Clarke

**Agenda Items:**

1. Association report

2. Treasurer’s report

3. Election of Officers and Committee members

4. Changes to membership rules and work party levy

5. Update on Allotment improvements

6. AOB

**1) Association Report**

Bob welcomed and thanked all the members for attending the meeting especially due to the snowy weather conditions. He also thanked all those who have helped at the various work parties during the year.

Copies of the 2016-17 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, Site issues and the Committee’s concerns with reference to Break-ins, Community Composting, paths and the poor cultivation of some plots.

(A full copy of the 2016-17 Report is attached)

**2) Treasurers Report**

Apart from the Grant awards this year, the main income this year was from the membership fees of £1242.50 with the main expenditure being the OCC rent of £149.26. This has left a balance of £7813.82. We expect the income from membership for 2017/ 18 to be approximately the same as last year.

Grant award expenditure for 2016/17 was the construction of a new poly tunnel £2794.00 with £1000 committed for a storage container and £605 for hard standing areas.

The accounts were approved and signed off for 2016/17.

(Copies of the full report were distributed at the meeting)

**3) Election of Officers and Committee members for 2017/2018**

The following Officers were dually elected by the Members at the 2017 AGM:

**Chairman:** Bob Findlay

**Secretary:** Ian Sheppard

**Treasurer:** Ian Sheppard

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

**Committee Members:** BobFindlay, Ian Sheppard, Matt Todd, Nigel Howard, Dave Chen, Alison Miell, Terry Burgess, Simon Scamp, Kathy Clarke

**4) Changes to membership rules and work party levy**

The changes made to the Constitution (Items 2, 8b) were necessary to meet the recent changes to Grant applications.

(Constitution changes approved at AGM)

Members rules changes were discussed and approved at the AGM, these changes have been highlighted on the 2017/18 rules

Item 2) Clarification of members’ agreement

Item 6) Clarification of uncultivated plot areas

Item 6 f) Clarification of the disposal of weeds and rubbish from plots, Note: the previous designated communal compost heap is not to be used and individual members must now undertake their own composting.

Item 6 g) Probation period for new members.

Items 8, 9, 10, 11, 14, 17, are minor changes

Item 16) Security concerns and clarification on keys.

Item 18) Clarification of rule.

Item 19) Clarification of rule.

Item 20) Clarification of rule.

Item 23) Clarification of key deposit payment for a lost key.

**Water Use Items 30 to 34 (These rules have been added to confirm the use of the new dip tanks at the allotment)**

Item 35) Work Parties and opt out levy payments are to be introduced to help ensure that the site continues to be well maintained. The opt out levy will be per plot. The tasks set for any work party dates will allow for members to work relative to their abilities.

 **5) Update on Allotment Improvements for 2017/18**

a) Raised starter beds to be installed at the rear of the Poly-tunnel for new members with limited gardening experience or mobility concerns.

b) Three Raised beds at entrance for people with mobility issues and wheelchair users.

c) Purchase and use of the storage container

d) New site signage at entrance.

**5) AOB**

a) Signage to be installed on dip tanks to confirm usage

b) Work parties to be arranged next year with possibly the first being in March to coincide with membership renewal.

c) Bee keeping at the allotment. One member asked if he could start bee keeping. The Committee and other members explained their concerns and other issues regarding safety and it was confirmed that bee keeping would not be allowed at the site.

d) Health and safety concerns were raised by a new member and it was confirmed that an annual inspection is carried out (copies of inspection sheet are available) individual members must also take reasonable care when working on their own plots.

e) No increase in membership fees this year.