

St Thomas Allotment Association



approved MINUTES

COMMITTEE MEETING 6 2020/21 : Fri. Mar. 12th 2021

(zoom online meeting by invitation)

7:00pm online

- Attendance:** **A** Present [quorum pres.] : **Executive/Officers:** Alison Walker (Chair & pro-tem lead for G&H Trading Shed & Site Mngr/Rep vacancies) | **David Solman** (Sec. & pro-tem lead for the Treasurer vacancy) | **Angela R.** (Vice-chair & Local Allotment Manager, Regent St. & mtg host) | **Local Allotment Managers:** **Richard Brownbridge** (Clapperbrook) | **John Butler** (Local Allotment Manager, Cowick La.) | **Rob Shields** (Local Allotment Manager, Rackfields) | **Bill Turner** (Local Allotment Manager, Ashwood Rd.) | **Rob Harding** (Local Allotment Manager, Ide Lane) | **Charles Knill** (Trading Manger) | **A B** Apologies: **Heidi Miller** (Local Allotment Manager, Guys&Hylton) | **Ruth O'Neale** (Web & Data Manager) | **A C** Absent: | **Tim Snell** (Local Allotment Manager, Newman Rd.). **Guest:** **Claire Richards** (Pinces)
- Welcome to guest.** Claire Richards was invited to introduce herself as an applicant for the vacancy left by Sue Therrian following her recent resignation from the committee.
- Minutes of previous mtg. (a) APPROVAL.** These had been amended already and were approved with no further amendments; this to be given effect to by being signed and dated by Alison as Chair, then put on the website for members to read. **(b) MATTERS ARISING. Finance:** Bill T asked for the Independent Examiner's report and figures to be re-circulated. **Insurance:** John B provided an update from Somerset Federation of Gardening Clubs; the Association may wish to join their scheme for insurance. **Let & Check:** Angela R had obtained a quote for printing the L&C papers in bulk to relieve individual L&C officers from the expense and time of doing this and a better option had emerged - ECC had offered to make multiple copies for the Association's L&C work at no cost to us. **Membership:** John B. asked whether the Committee had time now, to discuss its response to two plot-holders who have written to the committee.

Matters Resolved. (1) Finance: The Secretary agreed to re-circulate the independent examiner's financial report to committee members & the Committee agreed that its next agenda would include an opportunity to recommend the report to the AGM for its approval. **(2) Insurance:** The Committee gave in-principle agreement to the Association joining the insurance scheme of the Somerset Federation of Gardening Clubs; it noted that now we have offered plot-holders e-mail opt-in to add to our service provision, we will look into whether a definitive list can be generated through an addendum to this process; we hope to find out in the near future whether this is possible, so the Association can then take a final decision to apply to join the insurance scheme). **Let & Check:** Angela R. agreed to circulate all Local Allotment Managers on the committee with copies of paperwork and will send through a questionnaire about L&C to identify any further needs. **(3) Membership:** The committee agreed to respond to a letter from two plot-holders by calling for the Secretary to circulate an initial draft and then amend it by e-mail circulation until a quorate version could be approved.

4. Proposal to appoint Claire Richards.

(4) Resolved. Claire Richards was offered the co-opted position of Local Allotment Manager for Pinces; the Secretary will write to her to exchange letters to complete the appointment until elections at the next AGM.

5. **Main Item - Decision Monitor.**

Resolved. (5) AGM. The Committee resolved to postpone the AGM until more was known about government pandemic rules in the months ahead, and to provisionally agree to plan the AGM as an outdoors event in Summer or early Autumn. **(6) AGM Vouchers.** The Committee agreed that in view of postponement of the AGM, the Secretary would post the vouchers for volunteers, to Local Allotment Managers and other relevant officers this month, so the volunteers could, this year, receive them before the AGM. **(7) Amendment to Constitution at AGM.** The committee agreed to recommend the AGM to amend the constitution to alter the usual date of the AGM from November to Spring/Summer so as to give time to table the most recent inspected/audited accounts instead of tabling accounts up to 2 years old. **(8) Stock Analysis and Sales Recording.** Charles K. updated the committee on the current difficulty in keeping up-to-date with sales, such as quickly knowing when stocks were selling well and in need of replenishment. He proposed a trial scheme using a tick-box-based stock sales system that could be laminated. Alison W agreed that something simple would be most likely to succeed in any trial and that both Trading Sheds should be part of any trial. Charles agreed to develop a trial but nothing would be set in stone ahead of proper evaluation.

Noted (1) Review of Organisational Structure. The Committee noted the Independent Examiner's recommendation to become a Charitable Incorporated Organisation as a more financially appropriate structure for services and operations of our type. **Noted (2) Community Poly-tunnel.** Alison W updated the committee about the transition to online banking for the gardeners who were allocated space in the poly-tunnel, and progress in obtaining sign-up to the new information sheet and code of practice. This was moving ahead well, but there was still a little more to do. **Noted (3) Planned Mini-Sheds.** Rob S updated the committee about the plans at Rackfields for a mini-shed.

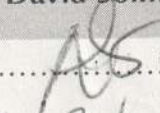
NB. THE ZOOM MTG TIM EXPIRED AT THIS POINT IN THE AGENDA

6. **Insurance.** Proposal to approve the new volunteer form. **DEFERRED**
7. **Membership. (a)** Proposal to approve (or otherwise) a tenth bullet-point to the Association's consultative proposal on appropriate characteristics to guide a membership scheme (this point to pick-up on the role of AGM/EGMs). **DEFERRED; (b)** Proposal to re-confirm (or otherwise) the decision to apply for ICO registration. **DEFERRED.**
8. **AoB.** As circulated | **insurance** (report-back from Rob H., Charles K, and Alison W about insurance for plot-holders and TShed volunteers). **Membership** (report back from Charles K and Alison W re. notice-boards and TShed display stands; also discussion of consultation plans); **L&C** (discussion of the strengths and weaknesses of the existing agreement with ECC and what the Association would look for in the next one, now overdue); **Finance** (development of an equitable gift policy for volunteers); **Constitution** (incorporation of an advisory footnote to explain the general manner of operating an unincorporated body, compliance with applicable UK statutes and regulations, and insurer's requirements etc.) | **ALL AoB's DEFERRED**

Next Mtg.

The next Committee meeting, by zoom had been tentatively proposed for April - date **DEFERRED.**

David Solman, Secretary @ staacommittee@yahoo.com

Cttee. signed: 

Dated: ...11/14/21.....