Annual General Meeting (AGM) Agenda

for Poverest Allotments Limited

Sunday, 20th September 2026 at 11am

1. **MINUTES**
   To approve the minutes of the meeting held on 6th September 2025

2. **MATTERS ARISING FROM THE MINUTES not on the agenda**

3. **CHAIRMAN'S REPORT**

4. **SECRETARY'S REPORT**
   Including:
   Membership details/Waiting List
   Insurance update
   2026 Finances - water bills & consumption
   2027 Rent prices

5. **ELECTION OF OFFICERS & COMMITTEE**
   Nominations received

6. **ANY OTHER BUSINESS**
   Water task force - butts and water storage
   Toilets
   Manure deliveries
   Communication

7. **DATE OF NEXT MEETING**

SUMMARY

This summary highlights the key discussions and decisions from our recent AGM. For full details, please refer to the complete minutes.

Key Highlights:

- **Community Hub Progress:** The Community Hub roof is complete thanks to Lottery Funding, and the kitchen installation is almost finished, a result of significant community effort and donations.
- **Financial Overview:** The 2024 accounts were adopted. Main expenditures included the Community Hub roof and drainage system improvements. A new lottery grant application is planned for 2026 to fund toilet block refurbishment, water tank upgrades, and further Community Hub insulation.
- **Plot Management & Rules:**
- 15 plots were let this year, with 3 currently available and a waiting list of 15.
- Site maintenance walks will be more consistent, shared among Committee members.
- **Important Reminder:** Plot holders must cultivate ¾ of their plot, keep it clear of rubbish (including bringing rubbish onto the site), avoid concrete, keep grass neat, and maintain communal pathways next to their plots.
- Invoices for 2026 rent will be sent in November 2025, due by end of January 2026.
- Plot holders are requested to provide an emergency Next of Kin contact.
- **Communication & Engagement:** Communication is via email (check junk folders initially), a monthly newsletter (well-received), a community Facebook group, and site noticeboards. The website has been updated, including a "Poverest Allotments Kitchen" section.
- **Work Parties:** 5 of 8 planned work parties have been completed this year, with more scheduled for tree trimming and drain clearance.
- **Rubbish on Plots - Proposed Deposit:** A significant discussion took place regarding rubbish left on plots, with costs of removal being very high. A proposal for an additional £300 deposit per half plot for rubbish was deferred. The Committee will initially consult directly with the plot holders identified with rubbish.
- **Overgrown Fruit Trees:** Plot holders are responsible for trees on their plots. LBB Council will prune a large cherry tree in October 2025.
- **Officer Changes:** Bill (Chairman), John (Treasurer), and Denis (Committee) are stepping down. Two new Committee members, Arun and Rachel, have joined. A heartfelt tribute was paid to Bill for his extensive contributions to the site.
- **Water Tank Safety:** Concerns were raised about water tank lids being left open. Practical solutions are being sought, and all plot holders are urged to close lids if seen open. A recommendation was made to either paint or use handles of bright colours inside the lids to make it easily identifiable if left open.
- **AGM Date Change:** The AGM will now permanently be held on a Saturday in September, and the Terms & Conditions will be updated to reflect this.
- **Water Butt/Pond Rules:** Individual plot holders are responsible for water butt lids. Ponds require a 1-meter high perimeter fence with an outward-opening, internally-latched gate.
- **New Initiative:** Funding will be sought for a cider/fruit press to utilize orchard fruit.

- **Asian Hornet Alert:** An Asian Hornet nest has been found in Bromley. Plot holders should be vigilant, photograph any sightings, and report them to DEFRA.

Minutes of the Annual General Meeting (AGM) for Poverest Allotments Ltd Saturday 6th September 2025

Present: 91B Derek Fry, John O'Connell, 55A A Thomas, 1A, 2 Padma & Rani, 8A D Harris, 31B Lesley Adnett 84A Miriam O'Connell, 72A Mark & Kyla Mason, 69A Bob & Joan Vine, 99B Brian Harris, 23A & B Paul & Jackie Wray, 46 & 47B Denis & Julia McCarthy, 12B Brian & Gail Black, 92A Paul Greenslade 93 Julie Groves, 70A Kate & Del Archer, China, 27A Gillian & David Gillman, June & Graham Garnett, 74B Gabrielle Turney & Wayne Harris, Dave & Teresa Newberry, 55/36A Matt Fletcher, 55B Natalya Stevens, 11A/12A Bob Hooper, 44A/B N Hermitage 21A Rob Winkley, 37B Prasad & Pradmya Patel, 42/43A Sabrina Kruse, 44/43B/21B Natalia Heritage

Apologies from: Bill Whatley (Chairman), Karen and Martin

1. **Minutes from 2024 AGM** - were approved

2. **Matters arising from the minutes not on the agenda -** No matters arising

3. **Chairman's Report**

    1. Bill wishes he could have been here but important hospital appointments have come up so he has asked me to deliver his report.
    2. First, a thank you to everyone who has attended our work parties and have helped us run our site. Makes a massive difference. A few need a special mention: Brian for running our website; Derek for his continued support with jobs around the site; Brian for help clearing the drain in the corner; Joan for being our Bio-Diversity Champion. At the beginning of the year our Community Hub roof was completed thanks to Lottery Funding but a special thanks also goes to Reg and his son for the dry walling; Marious and Mona for all the electrics; Paul Wray and his family for getting a kitchen for us through Wickes' Community Scheme and finally Agnes, Adam and their daughter Olivia for the installation of the kitchen – which is almost finished!
    3. Thank you.

4. **Treasurer's Report**
   John reports he has uploaded the 2024 accounts onto the website.

   Main items of expenditure were the new roof for the Community Hub, and towards its insultation. This was funded by a £20,000.00 lottery grant. £4,300.00 for metric pipe installation in the drainage system in the bottom road. It is planned that the

rest of the imperial pipes will be replaced with metric ones in due course. £690.00 for insurance. This is rising to £750.00 this year.

As of today, there is 92p in the accounts.

The budget for 2026 has been drafted. It is planned that a further lottery grant application will be submitted to fund a refurbishment of the toilet block and the water tanks, and to complete the insulation of the Community Hub.

The 2024 Accounts were adopted.

5. **Membership Secretary's Report**

Lesley reports there has been a good turnover of plots this year. 15 have been let, 3 are currently available and there is a waiting list of 15.

Apologised that site maintenance walks have not been as consistent as planned. This will be rectified and from now the walks will be carried out by all members of the Committee to spread the load.

Reminded that plot holders have an obligation to cultivate ¾ of their plots, leave no rubbish on them, or bring any rubbish on site. This includes including tyres. No concrete should be put in the ground, grass should be kept neat, and communal pathways kept neat.

Invoices for next year's rent will be sent out in November 2025, as per our Tenancy Agreements. The invoices are payable no later than the end of January 2026.

Requested that all plot holders make available to the Committee an emergency contact number of their Next of Kin.

A new spread sheet is being set up presently to simplify the site administration and she requested that plot holders bear with the Committee should this cause any unexpected problems as it is bedded in.

6. **Membership Secretary's Report**

Bob reports communication to plot holders is made via several channels.

The new free email system being used may result in emails initially landing in Junk folders. Once transferred across into ones In box this should be resolved ongoing.

A monthly Newsletter. A show of hands of those who get and read it indicated 2/3 of those present. Of 104 emails sent an average of 50 are being opened which is considered good. Comments from the from the floor reported the new format Newsletter as being "good" and 'big improvement' Julie G.

The community Facebook Group is being used well. We also store newsletters, minutes form committee meetings and event details on there

The site Noticeboards is also used to show the newsletters, important information like our tenancy agreements and company rules, and wildlife information.

The Website has had a makeover and stores everything you need to know about our site. The Poverest Allotments Kitchen updated monthly to inform what produce is currently in season and provides a seasonal recipe. All future contributions to this are most welcome.

Work Parties: Of the 8 planned this year 5 have been completed so far. Either on a Saturday or Sunday as requested by plot holders. Bob thanked all who have attended. On the weekend of 27/28/9. Tree trimming, October – drain clearance. Denis will be draining and cleaning equipment.

From the floor ' A thank you' to the Committee for their work this year.

7. **Proposal's**
   1. Rubbish on Plots – charge of additional £300 deposit.

      To discuss how to stop rubbish being brought on/left on plots as cost of removal is £480 per 12ft skip. Presently 20 plots have been identified as having a large amount of rubbish on them. Rubbish was defined as anything broken, unusable or recyclable – committee to work on the definition.

      Lesley advised that quite a few plot holders, including those who have rented a plot for a long time have left rubbish on their plots after terminating their tenancy this year.

      Plot 101 was cited as an example. It was left with a huge amount of rubbish. This included asbestos which cost £380 to safely be removed.

      The Committee contacted the Police requesting the previous plot holder be charged for committing an environmental crime. (fly-tipping). Unfortunately, this was not possible as the plot holder is no longer resident in the UK. LBB Council were contacted, and their response was that it is the responsibility of the Allotments to clear site rubbish.

      Plot 4a was also given as an example, which contains a large amount of broken plastic bottles and a bath.

      Generally, it was reported that left-over bits of pallets should not be stockpiled and should be removed responsibly by individuals via Beckenham recycling centre as Waldo Road is currently closed.

Discussion:
Julie/Natalya stated both had inherited rubbish so would not fair to be charged the deposit.
June – suggested it should be all plot holders responsibility to report to the Committee if they notice rubbish being brought on site.
Julie G - suggested the checking of the site for rubbish could be included in future work parties.

Derek raised the question – should those plot holders with chicken coups be expected to remove them before ending their tenancy, as they are very large structures and unlikely to be wanted by incoming plot holders? Lesley suggested if plot holders want to erect a chicken coop in future they should be asked to pay a larger deposit that reflects the cost of it being removed before erecting one.

Julie G advised clause H of our Terms & Conditions does cover rubbish and that we need to make sure we word any new deposit policy in line with the National Allotment Society guidelines. She kindly offered to meet with the Committee to discuss this further as this is her area of expertise.

The decision about of the proposal of £300 deposit for these plotholders (per half plot) if rubbish is not cleared by the end of January was deferred. It was agreed that firstly the Committee will speak directly to those plot holders identified as having rubbish on their plots.

Overgrown fruit trees were discussed as being a nuisance to adjacent plot holders due to causing shade or over hanging pathways. The Committee advised that trees on plots are the responsibility of individual plot holders.

Julie G explained that this may have been caused when trees have been planted on a plot which has later been converted into 2 plots.

Bob V advised there are 5 or 6 such large trees on site. LBB have agreed to prune the very large cherry tree on plot x but not until October 2025. This is because cherry trees have been identified as vulnerable presently due to this year's drought.

Bob H generously offered his services and car to help transport any rubbish off site to the dump.

2. £10 fee charged annually if plot numbers are not clearly displayed. Carried forward.

3. LBB 30% rent increase of £227 pa. Calculates at 51p per plot holder. Final total to be rounded up carried.

7. **Election of Officers & Committee**

Bill has decided to stand down as Chairman.

John announced he is stepping down as Treasurer.
Denis is stepping down from the Committee.
Two new Committee members Arun and Rachel. Full details to be given in the next Newsletter.

John gave a speech outlining Bill's considerable legacy:
Bill took over Chairmanship in 2018. He set up a work plan with the Committee to revitalise the site and he was available at all times to apply his experience and skill to various aspects of implementing the plan.

Among the many projects he guided was

-Organising and installing the new gates at main entrance and lower road exit with technical advice from Derek, Denis and Graham and John Townend drilling the holes- difficult operation to get the gates level and closing properly!! The Lower road gate was installed by Bill and Denis in one of the coldest days for many years (Nov2021)

-He arranged deliveries of over 100 tons of gravel for road refurbishment throughout the site which was loaded into dumpers for spreading on the roads, ably assisted by drivers Graham,Derek and John Townsend.(May22)

-Hired and drove a Digger, generously giving up almost 2 weeks of his time to dig 200 metre trench , to install water and drainage pipes along lower road, covered it with gravel and raiseed the tanks and reconnected the water supply.

-Cleared the uneven rubbish tip on the lower road and almost righted the keeling over digger on his own!! Until Denis and John Townsend came to the rescue!!,

-During the years of his Chairmanship he fixed numerous leaking pipes and tanks, digging holes 1 metre down in August 2022 , working in wet and muddy conditions, replaced the roof on the machine shed with help from Derek after the thugs broke in.

-He arranged a Manure supply when supplies from Police Horses ceased and chips through his contacts.

-Guided the successful application to the Lottery for a 20K award to reroof and insulate the Community Hub which now has a new kitchen courtesy of Paul head of Wickes Sevenoaks branch and Bob's negotiating skills.

-Applied his skill to malfunctioning machines and arranged the replacement of outdated equipment. Entertained plot holders to BBQ , applying his considerable cooking skills which now benefits the Con club.

-The Committee were always impressed by Bill's ability to assess characters and his ability to firmly but diplomatically achieve the results in difficult situations.

-Bill's contribution was made quietly, unnoticed by many, he encouraged his Committee and plot holders to assist where necessary. Fortunately, he will continue to have a plot here so he may find his expertise will be sought from time to time as Derek another ex Chairman finds.

We thank Bill and his wife Sam ,who was membership Secretary for a number of years, and wish them both good health and success in the Con Club.

All thanked Bill for his dedication and hard work. Wished him good luck and expressed that he will be missed.

8. Any Other Business

The issue of water tank lids being left open leaving Committee Members are currently at risk of being sued personally for negligence should an accident occur consequently. The current insurance brokers will not cover this very small but present risk. Other insurance companies may be sought. Bob V said he is prepared to accept this risk but practical solutions need to be found as soon as possible to further reduce this risk.

Suggestions put forward - June G handles on outside making lids easier to open and close, and paint the interior of lids red. Making it much easier to see from a distance that a lid had been left open. It was agreed that it was all plot holder's responsibility, as a community duty to shut a lid if one is seen as being left open.

Sabrina suggested a disclaimer is added to our Terms and Conditions.

Julie G advised this should not be necessary as the legal test of negligence is to make sure the committee has acted in a way that is reasonable and practicable. She offered to work with the Committee to make sure this is done.

Jule G pointed out that the Terms and Conditions states the AGM is held during April. Derek explained that the date of the AGM was moved from April to September during the COVID pandemic to enable correct social distancing. It was agreed that the Terms and Conditions would be altered to reflect this change as September is preferred by all. It was also agreed future AGM's would be held on a Saturday.

Lesley pointed out that it is an individual plot holder's responsibility to have a lid on their water butts, and ponds must have a metre high perimeter fence with an outward opening gate, with a catch on the inside.

Bob H suggested funding is put towards a cider/fruit press, so apples and other orchard fruit are not wasted. The resulting produce can be shared by all who contributed fruit. This was carried.

John O advised all that an Asian Hornet nest has been discovered in Bromley. We should all look out for these. If spotted do not disturb it but try and take a photo. Julie G advised the Asian Hornet is a reportable species to the Department for Environment, Food and Rural affairs (DEFRA).

9. Date of next meeting

Was not agree upon due to time constraints – Committee would propose a Saturday in early September as discussed and send out with a Newsletter/2026 events.

Poverest Allotments Limited
Accounts as at 31/12/2025

	31/12/2025	31/12/2024
Rents received	5799.58	5553.81
Shop sales	0.00	121.50
Donations for machines	191.65	286.44
Deposits Donated	180.00	1050.00
Deposits-deferred Liability	8096.13	7847.13
Interest	61.82	86.00
Lottery Award	0.00	20000.00
Rent prepaid	2696.00	0.00
	17025.18	34944.88

	31/12/2025	31/12/2024
Electricity	295.58	470.41
Water	2165.07	1176.11
Site Rent	227.36	174.07
M&R	2360.57	1105.69
Rent prepaid	2696.00	0.00
Insurance	715.73	690.41
Roofing Project	0.00	22141.27
Drainage/Water Supply project	0.00	4351.39
Deposits refunded	480.00	390.00
Deferred Liabilities	7677.97	7457.13
Admin	548.58	376.11
Loan repayment	179.00	21.00
	17345.86	38353.59
Deficit on Activity	320.68	3408.71

Balance Sheet	31/12/2025	31/12/2024
Opening Balance	0.92	3228.79
Deficit on Activity	-320.68	-3408.71
Shop Closing Stock	0	0.00
Refurb Liability	0	0.00
Loan Liability		179.00
Prepaid Rents	2696.00	0.00
Balance at Bank	2376.24	0.92

I have examined all the invoices, receipts, and bank statements of Poverest Allotments Limited.
I certify that the above Income and Expenditure Account represents a true and fair view of the financial status of the Company.

Signed

Reviewer John OConnell

Chairman Robert Winkley

POVEREST ALLOTMENTS LIMITED

JOIN OUR COMMITTEE!

Nomination Form for the 2026 AGM
We're looking for enthusiastic plot holders to join our friendly Committee and help shape the future of Poverest Allotments! Your involvement makes a real difference to our community.

SECTION 1: ABOUT THE PERSON BEING NOMINATED (This is you, if you're nominating yourself, or the person you're suggesting!)

· Full Name:

· Plot Number(s):

· Best Contact Email:

· Best Contact Phone Number:

· Why would you like to join the Committee? Tell us a little about your interest, any skills you think would be helpful, or what you'd like to contribute to our allotment community. (No need for a formal essay, just a few sentences!)

· Are there any specific Committee roles you're interested in? (e.g., Chairman, Treasurer, Secretary, Membership Secretary, or a general Committee Member role)

· Your Commitment & Understanding: I understand that Committee roles are voluntary and unpaid. I confirm I am a current plot holder at Poverest Allotments

and am willing to dedicate at least 4 hours per month to Committee duties if elected.

Your Signature: _____ Date: _____

SECTION 2: ABOUT THE PERSON NOMINATING (If you're nominating yourself, you can leave this blank or write "Self-Nomination")

· Full Name of Nominator:

· Plot Number(s):

· Nominator's Signature: _____ Date: _____

SECTION 3: A FEW IMPORTANT THINGS TO NOTE

To ensure our Committee runs smoothly, please remember:

· You must be a current plot holder (Member) of Poverest Allotments Ltd.

· Committee roles are voluntary and unpaid.

· We ask for a commitment of at least 4 hours per month. This typically involves attending bi-monthly meetings and contributing to tasks between meetings.

· Only one person per household can serve on the Committee at any one time.

· You can only hold one Committee Officer role at a time.

SECTION 4: HOW TO SUBMIT YOUR NOMINATION

· Please get your form to us by: Monday, 31st August 2026

· You can submit your form in two ways:

· Email: Scan or take a clear photo of your completed form and send it to: poverestallotments@gmail.com

· Drop-off: Pop your completed form into the designated box at the Community Hub during weekend opening hours (check the noticeboard for times!).

Thank you for your interest in supporting Poverest Allotments!