

## Committee Meeting AI Summary - January 17th, 2026

Your Committee held its latest meeting, covering key updates on site management, finances, and future plans. We approved a new paper-based system for anonymous feedback, continued to address outstanding rent payments (with a final deadline of January 31st), and planned essential site maintenance including a new padlock number for March 1st. We're actively working on filling our vacant plots and preparing for our first work party of the year on February 1st. Discussions also included managing specific site issues like rubbish, asbestos, and ensuring overall plot safety.

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### Key Actions for the Committee:

- **Anonymous Feedback System:**
- **EK:** Find a new waterproof post box for the gate; use the old one for the Hub's anonymous complaints box (with devised cards).
- **Rent Payments & Invoicing:**
- **BV:** Email revised invoice to plot holder for outstanding £20 payment (due 31st Jan).
- **BV, RW & LA:** Compile list of plot holders who haven't paid and send a reminder email (LA & RW to liaise on wording).
- **Site Security & Information:**
- **BV:** Send email mid-February advising of new padlock number (effective March 1st).
- **BV:** Purchase A5 waterproof poster holders for gates with emergency contact details.
- **Asbestos Removal:**
- **BV:** Send email to previous plot holder with a set deadline for asbestos removal from Plot 87B.
- **Vacant Plots & Waiting List:**
- **BV:** Set up a wildlife camera for the fox den on Plot 20A. If active, discuss with the Biodiversity group.
- **BV & LA:** Start actively working through the waiting list to rent vacant plots.
- **Upcoming Work Parties & Inspections:**
- **ALL:** Put the Plot Maintenance Walk (W/C 9th February) in diaries and report any issues to BV.
- **ALL:** Put the First Work Party (Sunday, February 1st, 10 am-12 pm) in diaries so you can attend.
- **ALL:** If able, attend the Hub opening on Saturday, January 24th (10 am-12 pm) for cash rent payments and committee tasks.
- **BAGL Meeting:**

- **BV:** Advise of the BALGL meeting venue once confirmed and ask if any Committee Members want to join him.
- **General Site Safety:**
- **BV:** Add a note to the upcoming newsletter reminding plot holders to take care on site and promote sturdy footwear.

**Next Committee Meeting:** Saturday, 21st February 2026, 2 pm at the Community Hub.

**Full minutes:**

### **Poverest Allotments Limited**

#### **Committee Meeting Minutes – Saturday 17<sup>th</sup> January 2026, 2pm**

Attendees: Rob Winkley, Chairman (RW), Lesley Adnett, Membership Secretary (LA), Bob Vine, Secretary (BV), Rachel Hinkins (RH), Arun Thomas (AR), Natalia Heritage (NH)

Apologies: Graham Garnett, Site Manager (GG), Esther Krausova(EK)

1. Minutes approved from last meeting held 6<sup>th</sup> December 2025
2. **Matters Arising from the minutes not on the agenda**  
 BV spoke with Brian about an anonymous complaints email for the website but Brian advised when something similar was tried previously it became swamped with spam and junk mail and was overwhelming to managed. Recommended simple paper-based system with post box. All agreed.  
**ACTION BV & EK:** Find a new waterproof post box for gate and use the old one for outside the hub as a suggestion anonymous complaints box – devised cards to be used that fit box.
3. **Chairman's report**  
 RW advised of email received from Gareth Bacon MP on behalf of a plot holder who has complained about the Work Party attendance and Plot Number fee charged. RW replied robustly to MP with the circumstances of why and how the charges came about, and that the plot holder concerned did not attend the AGM meeting where these charges were voted on. In addition, the plot holder has not attended any of the 2025 work parties or events. No further response has been received from either the plot holder or MP. However, since RW replied to the MP, the plot holder has added plot numbers and therefore only paid the basic £38 plot renewal fee. RW proposed we now send a second invoice for the £20 outstanding amount, relating to failure to attend two work parties over 2025, with payment due by 31st January. These are the same terms as every other plot holder, i.e. 30 day termination letter to be sent if funds not received. This was agreed by the committee.  
**ACTION BV:** Email revised invoice to plot holder.
4. **Site Report**  
 In GG's absence, BV reported that we have several cooking oil large tins behind plots 62A and 63A following AT's plot maintenance walk. We have a 'cash payment for rents' open day on 24<sup>th</sup> January 10-12pm and asked for anyone to join him as we can also do a bit of clearance at the same time. RH and AT agreed to join.

New padlock number agreed upon to be effective from 1<sup>st</sup> March

**ACTION BV:** Send out email mid-February advising of new number, purchase A5 waterproof poster holders for gates with emergency number contact details

New waterproof postbox required as mentioned above which EK has volunteered to look into.

#### 5. **Treasurers Report**

BV advised of current bank balances: Current account £3,859.04, Deposit Account £8,162.11 as at date of meeting. £3,000 of rents still to come in. All agreed that we send an email to plot holders that haven't paid should be sent reminding them as invoices were sent out in November last year, failure to pay before 31<sup>st</sup> will result in 30 termination letter being sent.

**ACTION BV, RW & LA:** compile list of plot holders that haven't paid and send email – LA & RW to liaise on wording

2026 rough budget talked through and is attached to these minutes. Main concern is the removal of asbestos on plot 87B at a cost of £1,450. RW proposed that we should keep this as back up, but continue to chase previous plot holder for removal. All agreed.

**ACTION BV:** Send email to previous plot holder with a set deadline for the removal of asbestos.

#### 6. **Membership Secretary' Report**

BV (as temporarily helping out LA) that the following plots are vacant: 8A, 20A, 25B, 26B, 27B, 76B, 103. Since the newsletter offering to existing plot holders, 27B has been asked for but whilst BV and EK have done a fair bit of clearing more work is needed before we can relet. 20A has a fox's den access hole at the front which needs to be monitored to see if it's active.

**ACTION BV:** set up wildlife camera to see if being used and if not it can be filled in. If it is then discussion with Biodiversity group as next steps as it's currently breeding season.

BV advised that he has not been as active as he would have liked emailing the 22 people on the waiting list but due to darker nights, bad weather, Christmas and New Year it's not been possible to get site viewing arranged easily.

**ACTION BV & LA:** Start working the waiting list and once cleared, rent vacant plots.

#### 7. **Any other Business**

BV discussed the next Plot Maintenance walk which will be W/C 9<sup>th</sup> February. Whilst not much going on, it's good practice for us all for when the season really starts and the walks are then done every 2 weeks. It's all about being visible and keeping record of/and stopping rubbish accumulating at the moment.

**ACTION ALL:** Put plot maintenance walk in diaries and report back to BV with any issues.

First Work Party of the year is Sunday 1<sup>st</sup> February 2026 10am-12pm. Main tasks are road levelling near the back gate, integrate metal fences at the back perimeter. Depending on how many plot holders attend there are other jobs like plot and drain clearance. AT suggested break into teams which all agreed. BV then requested all to add to their diaries so that could be possible.

**ACTION ALL:** Put Work Party in diaries so you can attend

Next Saturday 24<sup>th</sup> between 10-12pm the hub will be open again for plot holders to pay their rent by cash. As mentioned above, it is also a great opportunity for Committee Members to work on tasks like plot clearing etc.

**ACTION ALL:** If able all Committee Members to attend

BV then advised the next BAGL meeting is on Wednesday 21<sup>st</sup> January at 7.30pm but

venue has yet to be advised and asked if any Committee Members wanted to join. BV will attend as important to have a voice at this forum.

**ACTION BV:** Advise of venue once confirmed and ask again if anyone wants to join him.

8. NH then advised of a plot holder falling on site and having to attend A&E. The exact cause is unknown, but it is felt the uneven roads could have been the cause. BV suggested when we do our plot maintenance walks we look out for any potential hazards that we can deal with easily like loose rocks. BV will add a note to the Newsletter reminding plot holders to take care whilst on site and promote the use of sturdy footwear etc.

AT then asked about the rules on greenhouses and polytunnels. BV and RW stated there are rules in the Tenancy Agreement cover general sizes of shed allowed. A general discussion was then had by all around cultivation rules but the general consensus was that as long as they are kept in good order, plastic wasn't dumped, it was okay to have them any reasonable size and not interfering with adjacent plots (causing shadow etc).

9. **Date of next meeting**

Saturday 21<sup>st</sup> February 2026, 2pm at Community Hub

2026 Rough Budget

Water	2200		
Electricity	300		
Insurance	750		
Bank Charges	110		
Accounts Confirmation	34		
Deposit Account Loan	360		
Reserve	1000		
Microsoft	110		
BAGL Rent	230		
		£5,094.00	
Rent Income		£7,277.00	
M&R Budget	£2,183.00		£1,781.20 <b>Surplus</b>
Clear Plot 101	£250.00		
Committee Keys	£151.80		
Water tank lids			
24/7 Toilets work			
<b>Total</b>		£401.80	