

Minutes of Poverest Allotment Committee Meeting

Held on Tuesday, 2nd July 2024, 7.30pm

at Conservative Club, Orpington

Present: Bill Whatley (BW) Chairman, John O'Connell (JO'C) Treasurer, Rob Winkley, Deputy Site Manager, Graham Garnett (GG), Denis McCarthy (DM) and Bob Vine (BV)

1. Apologies

Apologies were received from Lesley Arnett (LA) Membership Secretary

2. Minutes of last Meeting held on 14th May 2024

Agreed as correct record.

3. Matters arising from the minutes

Saturday opening of shop discussed with BV offering to do one to see what the response was.

4. Site Update

BW advised Digger, dumper truck and road plaining had been ordered with the digger and dumper due to arrive on Saturday 6th July. He would then start the process of digging the trench along the lower road. JO'C agreed to buy the drainage pipes ready - and all agreed to the purchase of the pipe with the pre-installed 'sock' type covering as this will prevent the pipes from blocking with dirt and gravel. BV offered help to BW in between work, mainly lunchtimes should he need it.

5. Treasurer's Report

JO'C confirmed Lottery Grant submission was successful and funds have been received into the account.

Income:

Rent £5388 against budget £5100

Shop £311 against £200

Expense:

BALGL Rent £174 against £500, no £4 levy anymore

Water £369 against £1500, hopefully we can keep it to total of £1350

Electric £118 against £350

Admin £230 against £400

M&R £683 against £1000, inevitably we will have some breakages, tank probs, but must minimise costs.

Bank balance C/A £28147

Deposit £7208

Deposits donated/forfeited £ 900, add £150 to be transferred re Shirley and collect from reletting her plots.

£20K received from Lottery in C/A.

Projects:

Road resurfacing-£1350, Pipes £807 Add gravel to cover drains, price TBA

Reroofing shed Estimate:

All look through the quotes JO'C had received and voted on preferred supplier - Paramount Construction (UK) LTD.

Preferred Roofer £20,700 including insulation.

Asbestos removal to licenced site £1440

Remove /Reinstate Lighting TBA

Kitchen- Bob to talk to plothead Mr Paul Wray

Remove dividing wall to enlarge meeting room.

Get Fixed Price at meeting with Roofer.

ACTION BV: Book meeting with Paramount Construction (UK) Ltd to go through next steps (Tuesday 9th July, Community Shed 7pm)

ACTION BV: Speak with Paul Wray about Kitchen options

Due diligence done on supplier; company house checks all clear.

Strict rules from Lottery on keeping clear records on how the money is spent and also the fact we can't go public until after the election (5th July) due to the rules around financial gains.

Significant Bill of approx. £900/£1100 for Site Insurance to be received.

Finance Summary

C/A Balance	£28147
Road /Drainage	£2500
Shed roofing/Insulation	£22000
Asbestos removal	£1500
Skip hire to clear plots	£400

Surplus £1747

to be offset against Insurance cost of £1100, solar panel £250, water usage £750, M&R £500. Leaving deficit of £850, so finance needs to be carefully managed.

All praised BW and JO'C on a successful Lottery Submission!

6. Secretary Report

Sent through by email by LA:

All plots full at the moment of writing, and waiting list has been started. Need to do something about path maintenance on plots as a lot seem to be done by one plotholder. Maybe something in the newsletter asking plotholders to let us know if they are the only ones maintaining their paths. Weed letter name needs to change to something better - possibly 'Plot Maintenance Letter' as this better describes as to what it's all about rather than just weeds.

BW handed over files for LA to BV.

ACTION BV: Hand over files to LA

ACTION LA: To do an email covering new name with an explanation

ACTION BV: Get this updated on the website and include in July's Newsletter

7. Any other business

BV Reported new email system seemed to have worked well with June's Newsletter. 107 emails sent; 2 reported to have soft bounced (due to their email accounts full or server problems their end); it was opened 172 times, with 4 clicks on links. BV will start to develop a template to speed things up, and take on board positive feedback from Brian who looks after our website.

JO'C suggested we resend Terms and Conditions to aid LA with her weed letters. T&C's are a permanent fixture on our side noticeboard (above the bench) and are always on our website but agreed to include them with the AGM agenda when emailed and give them out at the meeting.

DM suggested a more social get together for the committee and date agreed Tuesday, 30th July 2024 The Conservative Club

8. Date of next meeting

Social : Tuesday 30th July 2024, 7.30pm at Conservative Club, Orpington

Committee Meeting: Tuesday 20th August 2024, 7.30pm at Conservative Club, Orpington