

Croftburn Allotments Association

2021 AGM Minutes

Date: 04/12/2021

Time: 13:15

Facilitator: Ruth Townsend (Plot 28)

Attendance – John Gennett(Plot 4), Iain McMurtrie(Plot 10), Gordon Dickson(Plot 18), Laura McKendrick(Plot 23), Michael Haggerty(Plot 26), Trudy Dow(Plot 29), David McAnaw(Plot 30), Patricia Smith(Plot 33), David Cooke(Plot 35), Nigel & Joan Randall & Maurice Randall & Seonaid MacMillan(Plot 36), Adnan Shamdin(Plot 38), Sefer & Zeynep Gunbeyaz(Plot A), Lena Phalen(Micro Plot C), Alex Sharron(Plot K)

Apologies: Patrick McGeever(Plot 1), Aileen Mitchell(Plot 2), Annie Campbell(Plot 5), Irene Gardiner(Plot 9), Tracy McMurtrie (Plot 10), Mark Aston(Plot 17), Alister Smith (Plot 20), Will Briant(Plot 27), Ingrid Shearer(Plot 32), William & Mary Pearson(Plot 34), Anne Russell(Micro Plot B)

Approval of Past Minutes

2020 AGM Minutes for Croftburn Allotments Association (CAA) adopted, proposed by Gordon Dickson and seconded by Patricia Smith.

1. Matters Arising

Improvements over the past year include; a New Cabin (The Hub) delivered and installed. Tool Shed roof repaired. New Poly Tunnel purchased to be erected in Spring 2022. Old tyres removed from site. New Tarmac for most paths laid. New website (<https://croftburnallotments.co.uk>) and private Facebook Group created and live.

After 4 years, new Micro Plots on the East Side have been developed after Council re-consulted with residents due to location to boundary fences and position of Micro plots. There are 8 Micro Plots to still be developed in 2022. There has been no improvement in the fence line which remains the resident's responsibility.

The Member's Halloween Event went ahead on 30th October 2021 and was a great success.

2. Secretary

Jeanette Donnelly stepped down as Secretary on the 22nd September 2021. David Cooke took over Acting Secretary.

3. Treasures Report

Accounts and Balances attached as Annex A.

The Potato Day raised £264.75 and, after expenses of £170.38, left CAA with a profit of £94.37. There was also our Halloween Event raising £321.15 and, after expenses of £133.02, left CAA with a profit of £188.13. The Halloween Event will be shown on the 2022 accounts due to time constraints in finalising the accounts in October. Some donations were made to the CAA (£44.00), our thanks to Hollybrook School and others for their generous contributions.

Purchases made of significance were – The Hub cabin (£3600.00), Tool Shed roof repair (£1800.00), New Poly Tunnel (£620.00), Site Insurance (£254.00), Extension to Water System (£160.00), New Slabs and Materials (£177.00), New Wheelbarrows (£72.00), Disposal of old tyres (£84.00).

Increase of £5.00 to CAA fee, from £20.00 to £25.00 is to cover the rising cost of tools, materials, and fuel. The payment and missive must be completed by the 15th January 2022.

The key deposit account cost £5.00 to keep open a year. These are known as Share 1 and Share 2 accounts.

The CAA main account is the Bank of Scotland account which has no overdraft facility.

Thanks to Alister Smith for organising the Potato Day and Maurice Randall for the Members Halloween Event.

Bank Statement was on offer to any members wanting to view it at the end of the meeting.

The Financial Accounts were proposed by Iain McMurtrie and seconded by John Gennett.

2022 will need the appointment of a new auditor as the current auditor, Scott is stepping down.

4. Membership Secretary

David Cooke began taking over the role of Membership Secretary from Gordon Dickson and became co-opted as Membership Secretary.

Current Update of Members and Plots at CAA is:

- 58 Plots currently on site (37 Full Plots, 1 Third Plot, 2 Half Plots, 18 Micro Plots)
- 19 New Members joined CAA
- 5 vacant plots recently became available
- 24 people are currently on the waiting list
- 8 new Microplots will be developed in 2022 to bring the total number of plots available at CAA to 66

5. Business of Meeting

Election of Committee 2022

Core Members of the Committee are stepping down after being elected at the previous EGM due to the last Committee dissolution. These include Ruth Townsend (Current Chairperson), Trudy Dow (Current Treasurer), Gordon Dickson (Joint Membership Secretary).

Election of new Committee Members proceeded as:

- Chairperson – Maurice Randall
 - Proposed by Ruth Townsend and seconded by Gordon Dickson
- Treasurer – Vacant
 - Trudy Dow will continue as Acting Treasurer until a new Treasurer is elected
 - Seonaid Macmillan offered to audit year accounts for 2022
- Secretary (1yr post) – David Cooke
 - Proposed by Gordon Dickson and seconded by Iain McMurtrie
 - This 1-year post is to support CAA while the new Committee transitions
- Membership Secretary – David Cooke
 - Co-opted earlier in the year – 12 August 2021
- Maintenance Officers (New Role) - Gordon Dickson and Trudy Dow
 - Trudy Dow was proposed by Iain McMurtrie and seconded by David Cooke
 - Gordon Dickson was proposed by John Gennett and seconded by Laura McKendrick

- Ordinary Officers – Michael Haggerty, Ingrid Shearer, Will Briant
 - Michael Haggerty continues in his previous elected role
 - Ingrid Shearer was proposed by Ruth Townsend and seconded by Gordon Dickson
 - Will Briant was proposed by Trudy Dow and seconded by Patricia Smith

Ruth gave thanks to all Committee members past and newly elected for taking the allotment further. Thanks was also made to Mark Aston, Alister Smith and Jeannette Donnelly for their part in working on the Committee.

Communal Hours

David read a statement (attached as Annex B) to all members regarding Communal working, the responsibilities of CAA Members and the requirement for Members to partake in working as part of their lease with CAA.

Starting 1st January 2022, Communal working will be recorded against each plot and will affect a member's renewal of their lease in future.

Communal days include more than just work, but allow time for Members to socialise, learn and be involved in allotment decisions.

Each Communal day is the 1st Saturday of the month (Weather dependent) – April to October

Update to Constitution

The CAA Constitution had several changes, clarifications and some additions which were emailed to all Members before the AGM and available at the AGM.

Clarification on Named Helpers and their right to become joint Members on a Plot after a year was requested. (Constitution 4.b) No Named Helper would automatically become a Joint Member on a plot unless requested by the Main Plot Holder. The option for a Named Helper to become a Joint Member would only become available after a year as a Named Helper.

The New CAA Constitution was Proposed by Laura McKendrick and seconded by Patricia Smith.

The New Constitution is available in the Member's Section of the Website, on the Facebook Group Page and will be emailed to all members with these Minutes.

Update to Rules

The CAA Rules had changes, clarifications and additions which were emailed to all Members prior to the AGM and available at the AGM.

Ruth Townsend highlighted a few of the main changes as follows:

- Plots are considered private. Committee Members may access an allotment without permission in the course of their duties. (Rule 2.b)
- Ponds are hazardous and a new rule was added to ensure as much was done to prevent ponds being a danger. This also included open water butts, that must be covered. (Rule 1.s)
- The gate access code must be kept private and not given out to anyone else. Should a Member require the code, they should contact a Committee Member in the first instance. (Rule 3.i)
- Plot inspections occur 4 times a year. A new requirement to inform Members who are borderline was decided to help Members improve their plot. (Rule 4.c)
- No Willow can be grown on the Allotment. (Rule 5.g)
- Membership fee increase from £20.00 to £25.00 (Rule 9.a)
- Micro Plot Annex A and Annex B were officially added to the Rules
- Clarification was sought regarding Rule 1.u for the time when weed suppressant material must be removed. This was covered under the 50% and 75% Cultivation Rule 1.c where all plots must be cultivated to at least 50% (Full and Half Plots) and 75% (Microplots), in time for the growing season. This may mean some of the plot may be covered past that time as long as 50%/75% is uncovered in Springtime. (UK Meteorological Springtime is 1st March to 31st May)

The New CAA Rules were Proposed by Michael Haggerty and seconded by Patricia Smith.

The New Rules are available in the Member's Section of the Website, on the Facebook Group Page and will be emailed to all members with these Minutes.

New Camera Policy

Due to an increase in thefts and vandalism, a static wildlife camera was proposed as a solution to monitor who was accessing the allotment.

Past measures included, fencing repairs, security code entrance, anti-vandal paint and CCTV Signs issued by the council.

No video will be recorded.

The school who enters the site will be made aware of the new camera policy.

As per the policy, no images will be stored longer than required or used in any social media or other publishing material.

Clear signs for the Motion-Activated Camera will be erected prior to the camera being used.

The New Camera Policy was Proposed by Michael Haggerty and seconded by John Gennett.

The New Camera Policy is available in the Member's Section of the Website, on the Facebook Group Page and will be emailed to all members with these Minutes.

6. AOB

New gate code will be changed following the missive cut-off date of 15th January 2022, on the 16th January 2022. All Members will be notified prior to the change.

Gate codes will only be sent to Members as listed with the Membership Secretary.

The Secretary, David Cooke, has a mobile number which allotment Members may contact him on regarding allotment emergencies and may receive communications via that number. It is 07507 867107.

Members meetings will be considered for 2022 as part of Communal Day meets.

Maurice Randall was handed the Chair and gave thanks to Committee Members both past and present, and to Adnan Shamdin and Joan Randall for their contribution to the Halloween Event and to all Members who have made Croftburn Allotments so great.

7. Next AGM

The date of the next AGM will be decided nearer the time, towards the end of 2022 and all members informed and welcomed.

Annex A

CROFTBURN ALLOTMENTS

INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 OCTOBER 2021

		2020
	£	£
Income		
Association fees	1,125.00	830.00
Event income	264.75	-
Donation	44.00	-
	<u>1,433.75</u>	<u>830.00</u>
Expenditure		
Materials and tools	1,430.92	1,236.48
Admin and insurance	435.01	277.27
Credit union maintenance fee	-	5.00
Miscellaneous expenses	98.88	89.19
	<u>1,964.81</u>	<u>1,607.94</u>
Deficit for year	<u>(531.06)</u>	<u>(777.94)</u>

CROFTBURN ALLOTMENTS

BALANCE SHEET AT AT 31 OCTOBER 2021

	£	2020 £
Credit union share 1	5.00	5.00
Credit union share 2	675.00	465.00
Bank of Scotland	408.04	6,714.67
Cash	26.43	0.86
	<u>1,114.47</u>	<u>7,185.53</u>
Represented by		
Key money owed	680.00	470.00
Portacabin fund	-	5,750.00
Surplus	434.47	965.53
	<u>1,114.47</u>	<u>7,185.53</u>

THESE ACCOUNTS ARE AN ACCURATE REFLECTION OF
THE BOOKS AND RECEIPTS OF CROFTBURN ALLOTMENTS
AND EXPLANATORY RECEIPTS

JH MGB/FCA

22/11/2021

Annex B

Communal Work Statement

Thank you all for attending the AGM today.

I wanted to bring to the attention of members our Communal work and would like to begin by thanking those Committee Members who have been present for most of the Communal Days we have had this year, for making soup, organising refreshments, and ensuring there has been a varied list of tasks for all ages and abilities.

It is very much appreciated.

I would also like to thank those members who have regularly turned up and contributed to the running of the allotment and to the amazing space we are all a part of without whom we would not have been able to have achieved all that we have this year.

Over the course of the year, we have cut grass, weeded paths, created new Microplots, improved abandoned plots, planted bulbs, built, restored, and removed debris and worked tirelessly to create a space worth visiting.

The allotment site is large, and we also have no Council assistance when it comes to maintenance and general upkeep. This is largely carried out by a few dedicated Members and the Committee.

Over the course of the year, we have also been excited to bring to the allotment 'The Hub' allowing for us all to meet out the rain when we are visiting the allotment, and within it, we have been listing the jobs that require regular maintenance outside of that Communal day working.

It is with regret that I need to highlight that membership to Croftburn Allotments Association contains within it an obligation for every Plot Holder to contribute a minimum of 6 hours a year towards Communal working days. (Rule 1.o)

Unfortunately, due to the poor attendance of Plot Holders, this has left a few shouldering all the work which is now extensive and difficult to maintain regularly, often causing some members to work on the site rather than on their own plots out with the Communal day work.

This is unacceptable, that so few should shoulder the workload that we could all so easily contribute to. It is therefore, our intention that from January 2022, a system will be in place which records member's communal hours and their attendance to the site.

I will email all members with this notice to ensure everyone is aware of the upcoming change as it directly affects members wishing to renew their membership for 2023.

As part of our obligation, 6 hours is a very small amount to ask members to help and really equates to 2-3 Communal days of work a year.

For those unable to attend a Communal day due to other commitments, we will post a list of required work which can be assigned and form part of required communal working except done at a time convenient to you.

However, we do hope that this will not be necessary and rather a positive response will be made to be part of our Communal days, where we can meet with other members, learn new lessons on how to grow well on our allotments and overall have an Allotment that we continue to be proud of into the future.

Thank you and for any further questions please see me or email the Membership Secretary after the meeting.

David Cooke

Membership Secretary

members@croftburnallotments.co.uk