

## **Pretoria Road Allotment Society**

Minutes of the Committee Meeting

Saturday 11<sup>th</sup> November 2023 - Pretoria Road Allotment Site 10 am

### **Committee Members Present:**

Claire Nicholl – Chair (CN)

Doug Blackwell – Secretary (DB)

Derek Howell – Treasurer (DH)

Jenny Richardson (JR)

Richard Pruett (RP)

Chris Rowell (CR)

Rob Martinique (RM)

Mary Hayward (MH)

Apologies: Norman Bradford (NB) Mike Stinchcombe (MS)

Item 1 - Minutes of last committee meeting on 26<sup>th</sup> September accepted.

Item 2- Update on Rent Payments – Claire confirmed that a cheque for £1748 was paid on Tuesday to Patchway Town Council for Plot Rentals

Item 3 – Waiting List and Vacant Plots – Doug confirmed that 2 members had received their final letters from the Allotment Society. 1 member confirmed they are no longer able to continue to maintain their plot and the other member arrived during this meeting to make a payment for the forthcoming year.

At present there are 3 half plots available for rent, along with 1 quarter plot and 1 raised bed.

Doug will contact those next on the waiting list and arrange to meet with the potential new plot holders.

Item 4 – Maintenance of Vacant Plots - It was agreed that if the plots available to new members are in a very poor condition, the plot deposit would be waived.

Item 5 – Orchard Maintenance and Repairs - Chris and Clare agreed to carry out a winter prune of the apple and pear tree. The viability of the plum tree will be decided upon next summer.

Item 6 – Site Maintenance and Skip Hire – It was agreed that the site is in much need of a good tidy up. It was agreed that a skip was needed for the removal of a large amount of waste. This would be funded from the money collected from forfeited or donated plot deposits. Rubbish should be sorted and all metal would be put to one side for collection by the 'Metal Man'.

Work towards tidying up the site would begin next Saturday, 18<sup>th</sup> November and volunteers were requested.

An email will be sent to all plot holders regarding any rubbish and where they may put it for collection. The email will also remind members of their continuing responsibilities as a plot holder throughout the year.

Repairs to the workshop door were discussed. Doug and Derek agreed to look at and plan the next steps.

The metal gate leading to the kitchen needs sanding and painting. Wood panels need staining.

The leak/s in the kitchen roof were discussed. Clare agreed to speak to PTC about their responsibilities to help maintain this building.

ITEM 7– Role of Secretary – The heavy workload involved in this role was discussed and Mary offered to support Doug in this role. It was agreed that Mary and Doug will meet to discuss this further and decide together how this role can be best managed between them.

Role of Treasurer – Jenny agreed to shadow Derek in this role for the following year and support when and where necessary.

ITEM 8– Pollinator Grant - Claire and Rob are meeting with PTC on Tuesday to discuss the report received from the ecologist and discuss plans for working together on this project. Claire to request plans of the allotment site from PTC showing the pipework laid beneath.

A sub-committee to work on the project was agreed as, Claire, Rob, Chris, Mary and Jenny. Jenny suggested the first task should be to set out a 'Statement of Work' detailing what we are trying to achieve, what we are going to do, and who is responsible.

Claire agreed to complete the application for trees from the Woodland Trust

Claire to email details of Tuesday meeting with PTC to the sub-committee and set a date for sub-committee to meet.

Claire to email Adam and Mya (plot holders) about their offer to act as press secretary to promote this project.

Claire agreed to set date for Dan Norris to attend the site as the start of the project.

A.O.B

Report from Bonfire Event – All felt this had been a very enjoyable and successful event, even without the bonfire! £103.00 was taken during the evening. It was agreed that this event will continue next year and may be linked with Halloween encouraging greater support and engagement from the wider community.

Grievances - It was agreed that Committee members should remind all Plot holders to put any concerns they may have in writing.

Christmas Wreath making – Claire offered to run a workshop for members on Saturday 9<sup>th</sup> December. 10-12 spaces available. Doug to email members.