

Annual General Meeting
Saturday 1 June 2013 @ 2pm
The Quaker Meeting Hall, Corporation Lane

1) Present:

Simon Howard (SH)	Plot 19
Matt Lush (ML)	Plot 8
Claire + Roger Saxby	Plot 39
Lib + Phil Oliver	Plot 18 + 15
Katherine Howard	Plot 19
Clare Owen	Plots 4 + 5
Dom Wallis	Plot 41
Doreen Hancock	Plots 20 + 36
John Herbert	Plot 25
Beverley Fry	Plot 25
Tony Lord	Plots 16 + 17
Alexey + Tanya Goldvatyuk	Plots 9 + 33
Tim Kirby	Plot 37
Claire Kirby	Plot 11
Charlotte Cluderay (CC)	Plot 26

Apologies:

Paul and Mark (Plots 32 + 33); Nicola Davies (Plot 35); Ian Jones (Plot 42); Clare Lowe (Social Secretary); Alistair Black (Plot 13); Ronnie Marmion (Plot 31).

SH thanked all attendees for coming and welcomes them to the 2nd AGM of CCAA.

2) Minutes from last AGM

CC ran through a brief synopsis of the minutes from 2012 AGM and reviewed the actions which had arisen from the meeting. All attendees agreed these were a fair reflection of the meeting held 26th May 2012.

3) Site Security

SH mentioned that this year the allotments have suffered two break-ins and that a rotavator has been taken from the communal shed on one of these occasions.

The site currently has combination padlocks on both gates and ploholders are asked to make sure that gates are always left locked and that these combinations are scrambled at all times to avoid passers by being able to see the access codes. The committee raised concerns that on recent occasions, the gate to site seems to have been left unlocked, which is causing concern to the committee. The onus needs to be on all ploholders to do all they can to keep the site secure, as is outlined in the constitution and site rules.

A lot of other local allotment sites have high metal fencing, which does not seem to prevent thefts and this type of fencing is not something which the committee (or plotholders attending the meeting) want for the site.

The committee have looked into the possibility of providing security cameras. One option would be to purchase and install dummy CCTV cameras, which would be cheaper and require no maintenance, but would be assumed by potential thieves to be real. Approximate cost for a dummy camera would be £10-15 per camera, and it was suggested the site would require two of these.

Alternatively, it would be possible to purchase and install a real CCTV camera, for approximately £90-100. SH asked if there were any objections from plotholders about the possibility of being on film, as these cameras would work by motion sensor. No objections were raised. SH explained that regulations on CCTV would require the committee to put up signs stating CCTV was in operation, whichever type of camera was installed.

Questions from member as to whether this type of camera produces footage of high enough quality to be useful in any potential future cases and how likely it is that anyone would be caught. One member asked if the installation of CCTV cameras would make it look as though there were more valuable items on site and have the opposite effect of working to discourage. SH explained that on each occasion of a break-in, the police have first asked if the site has any CCTV footage.

Suggestions from members that the cameras seem a good idea because the thieves seem to be opportunistic rather than pre-meditated and these could be a good deterrent. One member asked if it was only the communal shed which had been affected. SH replied that no, other plotholders' sheds have been damaged although as far as the committee are aware, the only thing to be taken was a rotavator from the communal shed. The police do have an arrangement in place to periodically go to the site, to keep an eye, but there is only so much they can do.

One member asked if any plot holders had lost crops. The committee confirmed that no crops had been lost.

Suggestion received that the committee purchase and install a camera on the shed. No objections received to this.

Action: Committee to purchase / install camera for communal shed (since completed and installed).

SH also raised the potential issue of how plotholders can contact each other, in case of problems noticed on neighbouring plots, etc. Suggestion to have a central list of plot holder contact details, which can be circulated to all plot holders in order that they could contact each other should they

wish to. People are given the option to opt out, should they wish to. All other emails will still be sent using the 'BCC' function.

Action: Committee to create contact list and circulate (since produced and circulated, no objections from plotholders received).

4) Election of Officers

No nominations received, so all committee members re-elected unopposed.

SH also mentioned that there may be a requirement for other, non-committee roles such as a Fire Warden, and someone to assist with Site Security. Doreen mentioned that she would suggest a security role to Alex and let the committee know. Phil Oliver volunteered for Fire Warden role.

5) Update on Constitution and Site Rules

ML ran through the two changes to be made to the Constitution.

Currently site trustees hold certain responsibilities under the arrangements of the lease on behalf of the members of CCAA, as it would be impractical for all members to be named tenants on the lease. ML highlighted this current situation leaves the Trustees vulnerable for acts or omissions by members that result in loss for the Trustees. The proposed change to the Constitution seeks to provide protection to the Trustees within the terms of the lease where others have acted negligently. Discussions were held around the proposed wording which was later agreed to be adopted.

One member asked if this would have any implication on any liability insurance held, either by the trustees or by individuals. ML believed the insurance is independent of this and that the full extent of cover is something to be reviewed annually.

In hindsight it would have been better to have had CCAA set up as a limited company, but this is unlikely until the end of the lease, though has not been ruled out..

The second proposed change to the constitution would be for the quorum of a committee meeting to be reduced from four members to three.

No objections to either of these changes.

SH then introduced the changes to the Site Rules. These began with a change to the numbering system, for ease of reading. Members are asked to refer to the Health and Safety guidelines if anything is asked of them whilst on site.

Rule added to cover sheds on site, but outside of plot boundaries, which will be considered on a case-by-case basis and extra rent charged. A similar rule to be put in place for off-plot composting facilities, but no extra charge to be levied as long as compost bins have footprint of ~1m².

All rule changes were agreed with no objections.

Action: SH to redraft changes to Constitution and Site Rules and circulate to members (since circulated and finalised into 'Version 2' of site constitution and rules, dated June 2013)

6) Update on allotment projects and forthcoming work days

ML ran through the process of obtaining funding for the proposed work at the allotment site, to date. The Association are currently in discussions with the Council to reallocate some of the funding, due to changes to current requirements. Complaints from one local resident regarding the state of the section of Corporation Lane adjacent to the site have negated any proposed work to provide parking adjacent to the top access gate. Additionally, the bottom car park has become more expensive since the recent use of the CCAA access track into the adjacent fields has resulted in the requirement for more stone, to cope with the heavy farm traffic.

One member asked how much the proposed work would cost. ML explained that CCAA received a quote of £3250 to create the car park, with a membrane and soak-away as required.

With the community element, it had become apparent that there would not be enough funding, so the committee asked members for their support, both in time and donations of plants and materials to get the community areas completed over the summer. The committee suggested several work days would be required, where members would be able to offer their help.

One member mentioned that Bowbrook Allotments' open day is to be held on 14th July (1-5pm) and may be an opportunity to see what community areas other sites provide for their members.

SH mentioned the compost box which has been provided by Shrewsbury Town Council and will be shown in The Square as part of a display and asked for volunteers.

Action: Claire Saxby, Claire Kirby and Doreen Hancock offered to take this on.

7) Update on finances

ML circulated copies of the end of year accounts and explained that they look quite good due to donations and funding received this year. ML ran through the expected expenditure and explained that 50% of the plot income goes back to the estate under the lease agreement held by CCAA.

Members asked if there was much chance of receiving any more money, either from the estate or from the farmer who shares the access. The committee feel this is unlikely given the current donation provided toward the access track.

8) Social events

SH explained it is likely that an event will be planned in the summer again this year, like the BBQ on the site last year. In terms of fundraising, the committee have organised some events over the past year and look to do similar things again, but are always open to other ideas. One member

mentioned a grant available in the NSALG magazine. The committee responded that they have tried to look into possible grants, but have problems with most of the large schemes (such as "Awards for All" as they don't own the land). Kath Howard would be happy to look into funding possibilities, should any members find anything.

Action: SH to look at NSALG magazine.

9) Any other business

- Simon reminded members to be wary and report any findings of asbestos.
- Weeping Cross Nursery open evening, 6pm Tue 4th June.
- Paul (plot 32/33) looking for a bicycle if anyone has one.
- John H (plot 25) has a rotavator if anyone should wish to borrow it for their plots.
- Members reminded that they are responsible for control of weeds around their plots.
- Visual Arts book still available in the Market Hall from the gallery exhibition / Andrew Howe.

Meeting closed @ 4pm.