

COTTONMILL AND NUNNERY ALLOTMENT ASSOCIATION

Minutes of the Committee Meeting on Tuesday 9th January 2018 The White Lion, Sopwell Lane, St Albans

PRESENT:

Keith Reynolds (Chairman)
Terry Beckett (Cottonmill Plot Officer, Treasurer)
Janet Wyatt (Secretary)
Michelle Mackenzie (Facebook Administrator, Cottonmill Site Representative)
Jane Ridge (Nunnery Site Representative)
Juliet Foxwell (Website Developer and Administrator) (JFx)
Jane Fookes (Newsletter Editor) (JFk)
Paul Littlewood (Flood Sub-group)

APOLOGIES:

Val Langford (Sopwell Plot Officer and Site Representative)
Helen Littlewood (Flood Sub-group)

1. MINUTES OF THE LAST MEETING

The minutes of the meeting on 3rd October 2017 were agreed as an accurate record. These will now be placed on the CNAA website.

2. ACTION UPDATE and MATTERS ARISING

TB has looked into option for a wildlife camera and JW will ask Sheila Artiss to send him details of one that has been purchased for use at a local nature reserve. **Action: JW**

3. REPORTS

3.1 Cottonmill

- There are no vacancies and one person on the waiting list.
- TB wishes to thank PL for his continuing help with the role of Cottonmill-Plot Officer, in particular in showing prospective plot holders around at the weekend.

3.2 Sopwell

Five on the waiting list and no vacant plots.

3.3 Nunnery

No vacancy and no one on the waiting list on N1. No vacancy and one person on the waiting list for N2.

3.4 Flood Subgroup

Nothing new to report.

3.5 Communications - Facebook, Website & Newsletter

JFx reported that a greenhouse advertised through the Website had sold successfully.

MM reported that, through Facebook, a contact had offered the help of a student for anyone needing assistance with their plot and this offer has been taken up. JFk thought this might be a useful item for the Newsletter and said she would contact TB for the details of the member who had offered the arrangement through Facebook. **Action: JFk.**

JFk asked for ideas for the content of the January Newsletter and the following items were suggested.

- Food bank-JFx had not managed to make contact with the person running the food bank so far but will re-new efforts to try to get a story for this edition.
- Pumpkin Social- photos and announcing winners.
- Report of presentation at Aylett's with photographs
- Advertise AGM date of 13th May 2018, 11.00 at the Sub-aqua Club on Cottonmill Lane.
- Secretary position is to be advertised as vacant as JW must stand down after 3 years in office according to the CNAA Constitution.
- Advertise for another Committee member to help with work of the Committee.
- Promote work party to create car park space at Cottonmill where old communal polytunnel has been removed planned for 17th February. Add 'sausage sizzle' for volunteers.
- KR wishes to make a regular contribution in the form of a 'Chairman's Column'.
- Acknowledgement for White Lion allowing use of its snug for meetings.

Action: JFk will draft a Newsletter and circulate for comment with the intention of it being ready for JW to circulate in the last week of January.

Action: JFx to include relevant information from the above list (AGM, Work group, vacancies) onto members section of the Website

3.6 Treasurer's Report, including membership update.

- Attached- financial report covering period from end of last financial year to date. There is a discrepancy between the income from the seed order and the amount of the expenditure. This is mainly due to an association discount being applied once the consolidated order is prepared. Members are still receiving discounted prices and the additional discount contributes to CNAА events such as running the Summer Show.
- Membership is 116.

4. AGM

The date for the AGM is to be 13th May 2018, 11-00 at the Sub-aqua Club on Cottonmill Lane. Post-meeting action by JW has booked the venue for 10-00 to 14-00.

In accordance with the CNAА Constitution JW must stand down as she has completed 3 years in office and the position advertised as vacant. JW is willing to stand for re-election. All other Committee members agreed to continue in office and on the Committee.

It was agreed to co-opt another Committee member to help with work of the Committee, role to be developed once new member is attending meetings but this is likely to focus on volunteer co-ordination.

Action: JFх and JFk to include details on the members section of the website and the next Newsletter

5. Sustainability St Albans

This event is organised by a charity of the same name and takes place at the end of April. JFх suggested that we could offer to carry our site tours (suggested on the hour from 11-00) during allotment open days and this would be advertised through the charity. **Action: JFх to contact the charity to arrange this.**

6. National Allotment Society

TB has been contacted by the NAS to ask for details of all members along with the annual payment (£3 per member), giving the reason as a need to meet audit requirements. These details have not been requested previously. With their consent the details for the Chairman, Treasurer and Secretary will be provided with this year's cheque, but the issues raised by a request to supply all members details means that the Committee is not willing to comply beyond this. Insurance is not provided through NAS and CNAА receive a limited number of magazines to distribute to members (one copy for ten members). The discount seed scheme is however dependent on retaining affiliation.

7. Additional car parking space.

The communal poly-tunnel has been removed and the space will be used as additional car parking. It is proposed to hold a working party on 17th February to prepare the site together with a sausage sizzle for volunteers. This will be organised by email amongst the Committee. **Action: JFx, MM and JFk to include this in the relevant communications and ask for volunteers (JW email can be used for volunteers to contact CNAA).**

8. Summer Show-increasing member engagement.

Some suggestions from the Committee:

- Category winners
- Prize for best of half-plot entrants
- Narrow down categories
- Timing-is September too late?
- Combine the Show with a BBQ on Cottonmill in the afternoon

It was agreed to canvas views from members through the Newsletter, Website and Facebook about how the Summer Show could be improved and JFk offered to prepare a short questionnaire. **Action: JFx, MM, JFk** It was suggested that a small sub-group could be set up to analyse results and prepare recommendations.

9. Royal Horticultural Society Invitation

RHS has sent out an advance notice that it is arranging an RHS Affiliated Societies Forum on 10 April at Wisley. Invitations for two representatives to attend will be sent out in January and KR and JW have offered to attend on behalf of CNAA and then report back through Website, Facebook and Newsletter communications.

AOB

SADC is establishing an allotment Committee and TB has been asked to attend.

Previously there has been a popular event with members where a speaker attends to answer questions, and Aylett's has provided the speaker. At the Cup presentation on 13th January this will be raised at Aylett's to see if a speaker can be provided. **Action: KR**

NEXT MEETING

Tuesday 17th April 2018, White Lion, Sopwell Lane. 19-30 start.

ACTION LIST

Camera	Obtain details of a camera in use at the WWA site for TB	JW	
Introduction of student to assist plot-holder	JFk will include this as an item in the Newsletter and needs to obtain the details from TB	JFk	
January Newsletter	Draft for circulation based on suggestions set out in 3.5 including AGM date of 13th May 2018 Final for electronic circulation aiming for end January	JFk JW	
Information for members section of Website	A number of items listed in 3.5 need to be included on the Website, including AGM date of 13th May 2018	JFx	
Sustainability St Albans	Contact organisers to offer allotment tours.	JFx	
Summer Show	Ask members to submit ideas to stimulate interest; JFk preparing questionnaire	JFk, JFx, MM	
Work party to prepare car park	Put out request for volunteers for work party on 17th February	JFk, JFx, MM	
Arrange speaker session	Enquire if Aylett's can provide a speaker to answer questions put by members at a social event	KR	

Treasurer's report at 9th January 2018

<u>COTTONMILL AND NUNNERY ALLOTMENT ASSOCIATION</u>		<u>INCOME AND EXPENDITURE FOR YEAR ENDING 31st MARCH 2018</u>	
INCOME		EXPENDITURE	
CAUSE	AMOUNT	CAUSE	AMOUNT
Membership	£ 1,130.00	R.H.S.	£ -
Compost	£ 1,646.66	N.A.S.	£ 345.00
Kings Seeds	£ 450.00	Insurance	£ -
Sum/Show	£ 90.80	Compost	£ 1,645.24
Events	£ -	Kings Seeds	£ 377.19
Donations	£ 103.80	Summer Show	£ 135.04
Misc.	£ 0.01	Events	£ 118.62
		Stationary	£ 16.18
		Printing Postage	£ 121.30
		Misc.	£ 59.35
	<u>£3,421.27</u>		<u>£2,817.92</u>
Income for the year	£603.35		
Balance in fund brought forward	£1,590.00		
Balance in fund carried forward	<u>£2,193.35</u>		
<u>Assets as at 01st April 2017</u>		<u>Assets as at 09th October 2018</u>	
Barclays Bank	<u>£1,590.00</u>	Barclays Bank	<u>£2,193.35</u>
Actual Increase/Decrease	<u>£603.35</u>		