

**HAHA Committee Meeting
Tuesday 1st February 2011
at The Croft Club
Start 8.45 pm**

Notes of Meeting

Attendees:

Chris Tout - Chair

Ted Angell - Treasurer

Geoff Greenland – Secretary

Jamie Hieatt – Web Manager

Felicity Chapple – Vice Chair

Louise Marshall – Assistant Treasurer

Belinda Robinson – Membership Secretary

Derek Loft – Seed Secretary

Apologies;

Sarah Chatters – Assistant Secretary

John Stanley

Trevor Jackson

Diane Loft – Assistant Seed Secretary

Tony Drewer-Trump – ML Social Secretary

Item No	Description	Action On	By
1	Agreed notes of last HAHA meeting on 30 th Nov. Geoff to issue to Belinda for HAHA web site.	Geoff	8 th Feb
2	HAHA/HTC Agreement and HAHA Constitution.		
	a) Feedback from HTC meeting on 25 th January – Chris and Felicity attended.		
	i. HAHA advised HTC that Bob Pullen had formally resigned as Site Steward at Fairfields. He'd been sent a "Thank You" card and gift.	All to Note	n/a
	ii. HTC advised HAHA that Marlborough Town Council (MTC) has recently purchased 7 acres of land for recreational use, including allotments. HTC had offered MTC contact with HAHA to advise on our experiences of setting up self-managed sites. HAHA Committee members to report back on any contact from MTC or its allotment committee.	All	on going
	b) Geoff tasked with updating HAHA Constitution before next full HAHA committee meeting.	Geoff	5 th April
	c) Geoff asked to provide FF (Helen Armstrong) with copy of HTC/Sovereign lease for FF site.	Geoff	11 th Feb

Hungerford Allotment Holders' Association

3 Rental Renewals

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|--|-------------------|-----------------------|
| a) Agreed to start 2011/12 rental collections – | | |
| ➤ Mid February for FF renewal date 1 st April; | Ted & Louise | As stated |
| ➤ Mid March for ML renewal date of 1 st May. | | |
| b) Agreed for Ted to draft an invoice/letter for circulation and agreement, to meet above deadlines. | Ted & All | As above |
| c) Belinda to provide HAHA logo for invoice/letter. | J&B | 7 th Feb |
| d) Agreed that HAHA version of Plot Holders Agreement needs to be sent to the 20 plot holders currently holding the original HTC agreements. Agreed that this would be led by FF representatives using the Agreement available on the web. | Felicity & Louise | 7 th March |

4 Registers, Waiting Lists and HAHA Membership

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|---|-------------|-----|
| a) Waiting Lists: 10 names on FF; 11 names on ML. | All to note | n/a |
| b) HAHA membership: | | |
| ➤ 8 members at FF - 33% of plot holders. | All to note | n/a |
| ➤ 75 members at ML – 67% of plot holders. | | |

5 Seed Secretary

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| a) A total of 14 orders for Kings seeds etc were received, with a total value of £477 gross (£288.79 after discount). Orders have now arrived and will be distributed within the week. | Derek | 9 th Feb |
| b) There is just sufficient time for a second order should any plot holders be interested. Belinda to issue email inviting anyone interested to contact Derek directly on 077 996 60584. FF to publish in their newsletter. Deadline of 14 th Feb for orders to be sent to Derek. | J&B
Felicity | 4 th Feb
4 th Feb |
| c) No success to date in locating economical manure deliveries. Derek asked to enquire about potential WBC sources from their domestic green waste collections. | Derek | 5 th April |

6 Web Site

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|---|--------------------------|-----------------------|
| a) Names of post holders need to be updated for FF. Felicity to provide details to Belinda. | Felicity | 8 th Feb |
| b) Last FF meeting notes posted on the web were from August. Felicity to provide Belinda with copies of the back log. | Felicity | 8 th Feb |
| c) Sarah (Felicity in Sarah's absence) and Geoff to send Belinda a dedicated email with meeting notes as and when they are issued to attendees, for posting on the web site <u>as a matter of routine</u> . | Sarah (Felicity) & Geoff | On going |
| d) Jamie asked for suggestions for a FAQ section. | All | 1 st March |
| e) There were 89 hits on the web site in January, against only 48 in December. | All | To Note |
| f) There are only 20 members of the web forum. | All | To Note |
| g) HAHA web site now linked to the HTC web site. | All | To Note |

Hungerford Allotment Holders' Association

7 Welcome Pack, Guidelines and Risk Management.

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|----|---|-------|--------------------------|
| a) | Kerry to draft a new Fact Sheet covering Safety Statement/Risk Assessment Guidance. | Kerry | 1 st
March |
| b) | Kerry to provide Public Liability Insurance notices for both sites. | Kerry | 15 th
Feb |

8 Strategies and Budgets

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| a) | Fairfields – Felicity advised that the FF draft strategy had been issued to plot holders and no changes had been offered. Hence the strategy was considered as being approved. Felicity to pass a copy to Kerry for formatting into new Fact Sheet. | Felicity
Kerry | 5 th Feb.
1 st
March |
|----|---|-------------------|--|

Post meeting note to Kerry – We have previously agreed to ensure that the general issues are correctly duplicated between the FF and ML strategies; ie we went for “duplication” not “combination”! This may mean some adjustments to the ML format and/or content is required.

9 Updated Budgets and Accounts

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| a) | Ted asked to more clearly identify and group separately HAHA income/outgoings from ML income/outgoings. | Ted | 1 st
March |
| b) | Copy of FF budget passed to Ted for record purposes. | Ted | n/a |
| c) | The discrepancy of £42.23 currently showing in the accounts is believed to relate to the FF insurance and legal contributions which together total £42.23. Ted to resolve. | Ted | 1 st
March |

10 Letters and Significant email Communications

Nothing to report this month.	n/a	n/a
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11 Any other urgent HAHA Business

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| a) | Felicity committed to raising the issue about belongings in FF shed 9 at the next HAHA/HTC meeting. | | |
| b) | It was agreed that another full HAHA meeting was not needed until early April, when there would be considerable emphasis on finance in general and in particular: | All | 1 st Feb |
| | <ul style="list-style-type: none"> ➤ HAHA 2010/11 finalised accounts; ➤ HAHA 2011/12 rental income; ➤ HAHA 2011/12 budgets for sign-off; ➤ receipt of signed FF Plot Holders Agreements. | | |

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| 12 | Date, time and location of next full HAHA meeting to be Tuesday 5 th April at the Croft Club - starting at 8.45 pm. | ALL | 5 th April |
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