

Main Committee Meeting

Tuesday 5th April 2011 at the Croft Club

Start 8.45 pm

Notes of Meeting

Attendees:

Chris Tout - Chair

Felicity Chapple – Vice Chair

Ted Angell - Treasurer

Louise Marshall – Assistant Treasurer

Sarah Chatters – Assistant Secretary

Tony Drewer-Trump – ML Social Secretary

Geoff Greenland – Secretary

Belinda Robinson – Membership Secretary

Jamie Hieatt – Web Manager

Derek Loft – Seed Secretary

John Stanley

Apologies;

Diane Loft – Assistant Seed Secretary

Trevor Jackson

Item No	Description	Action On	By
1	Approve Notes of Last Meeting		
	Agreed notes of last HAHA Main meeting on 1 st Feb.		
	Geoff to issue to Belinda for HAHA web site and post copy on ML noticeboard.	Geoff	17th April
	Sarah to post copy on FGA noticeboard.	Sarah	17 th April
2	Matters Arising		
	No issues arose that are covered elsewhere.		
3	Correspondence		
	a) Letter to HTC ref hard standing at entrance to ML site had been circulated previously. Felicity stated that she would have preferred a special meeting to discuss rather than email communications. Chris acknowledged that would have been desirable, but we had to move very quickly once we learned that the Fairview Rd planings would be available. Geoff stated that the head lease between HTC and Mr Clothier did not specify any width to the right of access. Hence the hard standing as installed (15 metres width) could be described as covering only the access route across the frontage allowed by the lease.	To Note	All

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|----|--|---------|---------------------------|
| b) | Email received from Great Shefford (GS) who are setting up their own allotments. Geoff has shown two of the GS committee members around the ML site, at their request. | To Note | All |
| c) | Telephone call and follow up email from Peter Harries stating that it had been agreed with Sovereign Housing that the holder of FGA Plot 9 was entitled to a free plot on the basis of the work he'd done setting up the FGA site, not for his role of Site Steward (which he has now given up). The meeting agreed that this was news to all parties present and that Geoff should ask PH for written evidence. Without any supporting evidence then the holder of FGA Plot 9 should be asked for the normal £12 rental. It was noted that the plot holder himself had recently been in discussions with committee members and had raised no objections to being charged for 2011/12 rentals. | GG | 17 th
April |

4 HAHA/HTC Agreement and HAHA Constitution.

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|------|--|-----------------|---------------------------|
| a) | Feedback from HTC Recreation, Amenities and War Memorial meeting on 17 th March – Geoff and Felicity attended. | | |
| i. | Estimate of cost of removal of hard standing at ML to be provided by HAHA. Geoff to include with review of original £1,050 cost of clearing the ML site against the asset register for the ML site. | Geoff | 31 st
July |
| ii. | HTC want copies of 2010/11 accounts and 2011/12 budgets. Agreed to provide both. | Ted /
Louise | 30 th
April |
| iii. | HTC queried whether or not HAHA's insurance covered any activities conducted outside the leased area (eg on the frontage). Kerry and Geoff both believed that HAHA's Employers and Public Liability insurances were unlikely to apply to activities conducted on 3 rd party land outside the terms of the lease without any clear justification for being there. The meeting supported the ML Committee's decision to move off the frontage completely. | All to
Note | |
| iv. | HTC asked HAHA to note that all correspondence with land owners is to be through HTC. | All to
Note | |
| b) | Meeting agreed to the revised Constitution v1.2 subject to the addition of a new 4.1(h) of: | | |
| | ➤ The minimum plot holding for a household on any site shall be one pole. The maximum plot holding for a household shall be one pole at Fairfield Garden Allotments and six poles at Marsh Lane Allotments. | Geoff | 17 th
April |
| | Geoff to revise and issue as v1.3. | | |

5 Rental Renewals and New Agreements

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|----|--|-----------------|-------------------------|
| a) | Letters and invoices have now been sent to all plot holders. | | |
| | ➤ At FGA 18 rentals have been paid out of a total of 24. | Ted &
Louise | 10 th
May |
| | ➤ At ML about a third of rentals have been received. | | |
| | Ted and Louise to chase as appropriate. | | |

6 2010 Budgets and Accounts

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|-----|---|----------------|--|
| a) | Ted circulated budgets and accounts (attached). | | |
| b) | Ted circulated and the meeting agreed the following: | All to
Note | |
| i. | That a further bank account be opened at Barclays – this will be known as the 'HAHA ML Account'; | | |
| ii. | The current HAHA account becomes a holding account into which income from rent, grants, loans, etc. is paid and appropriately | | |

disbursed to the supplementary accounts (FF or ML)

- iii. HAHA will 'top slice' rental income at a rate of £0.50 per pole for which rent is paid – these retained funds will be used to pay HAHA insurance and to form a limited contingency fund;
 - iv. The current HAHA account will be used to make appropriate payments to HTC such as ground rent, sink fund(s) and loan repayments – these will be deducted before rental income is disbursed to the site account;
 - v. Seed Secretary income will be paid into the HAHA account and proportionately disbursed to the supplementary accounts;
 - vi. There are two 'supplementary' accounts (the Fairfields and HAHA ML accounts) into which the disbursements are paid – these accounts will be used for site level activities;
 - vii. Monies raised through social and cash raising events in each site would be paid into the site's supplementary account or a social fund account if deemed appropriate.
- c) The meeting also agreed to this future financial reporting: All to Note
- i. The HAHA main committee will receive a full report on the HAHA holding account and a summary on ML/FF financial activity;
 - ii. Each HAHA site committee will deal with the detail of their income and agreed expenditure.
- d) The meeting agreed the following ground rules on expenditure: All to Note
- i. HAHA/Site committees will determine a £ figure for any agreed proposals by committee members to spend HAHA/site funds – and only providing there are funds available to undertake that expenditure. This is to be known as 'agreed expenditure'.
 - ii. The committee member who undertakes that expenditure will ensure it remains within that limit. In the event that it would appear that the limit may be exceeded, the committee member must get a new expenditure limit agreed by the committee before the spending takes place.
- 7 Updated Strategies and Budgets**
- The meeting agreed the revised formats and wording for the FGA and ML strategies. Kerry asked with converting to pdf and passing to J&B for posting on the web. Kerry J&B 17th April
- 8 Registers, Waiting Lists and HAHA Membership**
- a) Waiting Lists: 10 names on FGA; 10 names on ML. All to note n/a
- b) HAHA membership: All to note n/a
- 9 members at FF - 38% of plot holders.
 - 68 members at ML –73% of plot holders.
- 9 Seed Secretary**
- a) Net fleece and ground cover available. All to note n/a
- b) Meeting agreed NOT to purchase compost for resale. n/a n/a

10	Web Site		
	Nothing to report.	n/a	n/a
11	Welcome Pack, Guidelines and Risk Management.		
	a) Kerry to circulate a Safety Statement and Risk Assessment Guidance.	Kerry	10 th May
	b) Kerry to provide Public Liability Insurance notices for both sites.	Kerry	10 th May
12	Any other urgent HAHA Business		
	a) Felicity committed to again raising the issue about belongings in FF shed 9 at the next HAHA/HTC meeting and would ask for letter to be written to Sovereign Housing, copied to HAHA.	Felicity	14 th June
	b) Geoff committed to finding out what indemnity insurance HTC councillors enjoyed, if it was available to HAHA officers and, if not, how much it would cost to purchase.	Geoff	10 th May
	c) Meeting agreed to hold first HAHA AGM on Wednesday July 13 th . Derek to book British Legion.	All to note Derek	10 th May
13	Next Meeting		
	Date, time and location of next main HAHA meeting to be Tuesday 14 th June at the Croft Club - starting at 8.45 pm.	All to note	14 th June