



NORTHFIELD ALLOTMENT ASSOCIATION

Annual General Meeting

Meeting held 11:00 hrs 14th January 2017 At Jack Clark Park Centre, South Shields

Present

Committee members Mr Norman Chisholm, Mr Charlie Fennelly, Mr Terry Ford,
Mrs Shirley Ford, Mr John Fred Perry.

Shop Helpers Ms Chris Lockwood, Ms Karen Sneller

ITEM 1 CHAIRMAN'S ADDRESS AND OPENING

001/17 The chairman opened the meeting at 11:00 hrs and thanked the committee members for attending .

002/17 The chairman Mr Charlie Fennelly introduced himself and the members of the sitting committee elected at the special meeting held on 15 October 2016.

ITEM 2 ELECTION OF OFFICERS

003/17 The Chairman reported that no nominations had been received from members apart from the current committee members, who have indicated that they are willing to continue. The meeting therefore unanimously agreed to re-elect the following:

CHAIRMAN... Charlie Fennelly

TREASURER..... Terry Ford

SECRETARY... John Perry

COMMITTEE MEMBERS. Norman Chisholm, Shirley Ford.

ITEM 3 APOLOGIES RECEIVED

004/17 No apologies have been received.

ITEM 4 APPROVAL OF PREVIOUS MEETING

005/17 Minutes of the special meeting of 15 October 2016 were circulated and copies placed on all the tables for members to view.

Terry Ford seconded by John Perry

The minutes were agreed to be a true and accurate record.

ITEM 5 MATTERS ARISING

006/17 The secretary reported there were no matters arising from the previous meeting held on 15 October 2016.

ITEM 6 REPORTS

ITEM 6.1 CHAIRMAN'S REPORT

007/17 The chairman reported the following objectives as proposed by the committee, for the benefit of association members.

To increase the membership, including external members

To ensure closer contact with the council

To work to reduce the waiting list for allotments on our site

To form a working party to assist plot holders, e.g. if they are ill but hope to get

back to working their plot

To apply for grants to improve the allotment site and for activities

To organise social events, talks etc for members

To get the site listed as an asset of community value, to protect the site

ITEM 6.2 SECRETARY'S REPORT

- 008/17 John Perry reported on the successful handover of the shop from the previous committee members and thanked them for their assistance.
- 009/17 John drew attention to the new ways that members can keep in touch with the committee and each other, through Streetlife and the new Facebook group kindly set up by member Paul Garbutt. It is a closed Facebook group so members need to contact a committee member to ask to join it.
- 010/17 John reported a web page is in the process of being set up and run as soon as possible for future contacts.
- 011/17 The secretary requested all allotment members to notify him of any contact information in case of emergencies, break ins, plot fires etcetera . The secretary stated contact information forms were available ,at the meeting, and at the shop desk.

ITEM 6.3 TREASURER'S REPORT

- 012/17 Terry Ford reported on the handover to him as the new Treasurer from the outgoing officers, with the first task being to change the signatories on the current account with Lloyds.
- 013/17 Terry thanked the outgoing bank signatories, Tommy Barron and Tommy Coates, and Norman Chisholm who is continuing as a signatory, for their assistances.
- 014/17 The treasurer stated the changeover had been completed which enabled payment of the costs of running the shop and then of stock orders.
- 015/17 Terry said another task had been the change of signatories on the deposit account with TSB. However this has not yet been completed due to the added difficulty as the bank had declared it a dormant account.
- 016/17 Terry reported that he had been working closely with the Secretary on the stock take and on the pricing review.
- 017/17 Harry Lincoln who is our stock advisor, was thanked by Terry, for his assistance.
- 018/17 Terry reported that he had created computerised records for sales and stock levels.
- 019/17 Terry presented his report of the Receipts and Payments up to 31st December 2016. This covered the period since the end of year report produced by the previous Treasurer i.e. up to 30th June 2016. He stressed that his report covers a 26 week period whereas the previous reports were for 52 weeks.
- 020/17 Terry reported the shop was open 2 days per week instead of 4 days per week previously. This reduced timescale to earn money is reflected in the lower Income from Sales for the shop. The stock value taken on 30/06/2016 from the previous Treasurer was estimated at £14,806.11 the estimated stock value on 31/12/16 was £17,064, an increase of £2,257.89 this increase was due to the recent purchase of compost.

ITEM 6.4 SHOP REPORT

- 021/17 John reported that a stock take had been carried out which resulted in a pricing review with price reductions on some items.
- 022/17 John stated a number of people have stepped forward as shop helpers and thanked them for their commitment to keeping the shop opening regularly on Saturday and Sunday mornings from 10:00am to noon.

- 023/17 John issued a plea for more shop helpers though, even for short periods, as an hour can be a huge help to John and the team. He thanked those who have helped with the unloading and putting away of deliveries of stock and asked if others would be willing to be on call for future deliveries.
- 024/17 John explained why the association had stopped taking delivery of gas bottles as there was no secure storage facility. He confirmed any plot holder could still order a delivery themselves and get it delivered directly to their plot.
- 025/17 John explained the association were no longer able to provide hire of tools or equipment, due to the liability which would rest with the committee and association which is extremely difficult to gain insurance for.

ITEM 7 AMENDMENTS TO THE CONSTITUTION

026/17 Charlie Fennelly explained that the current constitution was agreed a few years ago but not circulated to all members. The committee had reviewed the constitution and received advice from the national Allotment Association. The committee had therefore proposed five amendments:

027/17 **Amendment 1**

In Section 4: COMMITTEE, in the fourth paragraph, first sentence: delete the words “shall appoint a member of the Association to manage” and insert the words “shall be responsible for the management of”, and delete the second sentence.

028/17 After a discussion, a vote was undertaken and the amendment was passed.

ACTION SECRETARY TO UPDATE CONSTITUTION

029/17 **Amendment 2**

In Section 4: COMMITTEE, delete the fifth paragraph: “The committee will determine the level of remuneration of the shop manager and any member who assists in the shop”.

030/17 After a discussion, a vote was undertaken and the amendment was passed.

ACTION SECRETARY TO UPDATE CONSTITUTION

031/17 **Amendment 3**

In Section 6: Annual General Meeting, in the first paragraph: delete the word: “June” and insert the word “April”

032/17 After a discussion, a vote was undertaken and the amendment was passed.

ACTION SECRETARY TO UPDATE CONSTITUTION

033/17 **Amendment 4**

In Section 6: ANNUAL GENERAL MEETING, in the second paragraph, fourth point: delete the word “auditors” and insert the words “independent inspectors”.

034/17 After a discussion, a vote was undertaken and the amendment was passed.

ACTION SECRETARY TO UPDATE CONSTITUTION

035/17 **Amendment 5**

In Section 7: FINANCE, in the second paragraph, first sentence: following the words “A bank account” insert the words “or accounts”.

036/17 After a discussion, a vote was undertaken and the amendment was passed.

ACTION SECRETARY TO UPDATE CONSTITUTION

ITEM 8 ANY OTHER BUSINESS

Any other business for the good and benefit of the association

037/17 A question from the floor was asked about the number of empty plots.

038/17 John Perry reported that at his meeting with Jade Ridley, Allotment Officer, she informed him there are 24 empty plots that will be offered now to people on the

waiting list and 3 more that have been treated for Marestail and so can't be offered yet.

- 039/17 Mr Perry had been contacted by someone on Streetlife who had enquired about the length of the waiting list for our site and had been told it is 8 years. John assured everyone that we will do everything we can to ensure that plots are not left vacant for so long and that the council do regular inspections and take prompt action.
- 040/17 He is waiting for dates for inspections and will put them up on the gates as soon as he has them. We can then press for enforcement action by the council, so that plots can be taken away from people no longer working them and given to those on the waiting list.
- 041/17 Mr Perry reported that he had asked if the council will put up dog mess notices and bins,
- 042/17 Mr Perry stated he had been advised by the council they wouldn't put bins in due to the lack of resources to empty them.
- 043/17 Mr Perry reported he had asked the council about lighting and had been informed the council did not have any money to do this
- 044/17 A question, from the floor, was asked about the toilet on the site
- 045/17 The Chairman explained a toilet had been installed by the council for the use of all plot holders. It is in the north east corner of the site, bordering on Bamburgh Avenue.
- 046/17 The Chairman stated a key is required to access the toilet, and stated plot holders had been asked a few years ago (after new steel doors were fitted) if they wanted to purchase a key for £3.
- 047/17 After a discussion it was agreed the committee will look into the provision of keys and also the issue of sharing the work of cleaning it.

ACTION COMMITTEE TO PROVIDE KEYS

ACTION COMMITTEE TO ARRANGE WORK SHARING

- 048/17 Charlie added that the committee would look into the provision of additional toilet facilities through grant funding, including the possibility of an eco-toilet.
- 049/17 A question from the floor was asked about the provision of mains electricity to the shop and whether the Association could secure an extension of the cable that a plot holder had paid for into his plot from Bamburgh Avenue.
- 050/17 The committee said they would look into this and the possibility of us taking on the digging of the trench to save money.

ACTION COMMITTEE TO INVESTIGATE PROVISION OF MAINS ELECTRICITY.

- 051/17 Mrs Ford added that the committee would look into the possibility of solar panels on the roof of the shop and/or containers, as a way of providing electricity via grant funding.

ACTION MR FORD TO INVESTIGATE SOLAR ELECTRICITY SUPPLY

ITEM 10

NEXT MEETING

- 052/17 As there being no further business the Chairman closed the meeting at 12.10 advising the next meeting will be **AT JACK CLARK CENTRE, SOUTH SHIELDS in April 2017, date to be arranged.**