
Jubilee Allotment Association

AGM Minutes

Date: 26 February 2020

7.30 pm at Knaresborough Working Men's Club

Present:

(Chair) Henry Norris, (Deputy Chair) Vicky Newell, (Treasurer) John Garraway, (Secretary) Rosie Crawford, (Committee Members) Mick Morby, Simon Crawford, Davena Clark, Vicki Graham, Terence Ogilvie, Katy Madeley

Members: Pam Tucker, Mike Tucker, Georgia Gilbert, Tricia Craven, Sarah Bosomworth, Andrea Bosomworth, Douglas Notman, Joy Richards, Kate Leggett (Open Country), Anne Bottomley, John Bottomley

Visitor: Ed Darling (Knaresborough Town Council)

Opening:

The Chair opened the meeting at 7.30 pm – Henry welcomed everyone to the meeting and thanked plot holders for attending.

1. Apologies:

Irene Taylor, Kevin Lodge, Adrian Mosley, Diana Evans, Patrick Organ, Alison Organ, David Rochester, Wendy Sanderson, Richard Fryer, Jane Fryer, Christine Brown

2. Minutes of the AGM 27 February 2019

These have been posted on our website www.jubileeallotments.co.uk and sent to all plot holders. The Minutes were proposed as being a true representation of the meeting by Henry Norris and seconded by Vicky Newell.

3. Chairman's Report – Henry Norris

The committee has all been working hard again this year to keep the allotment running smoothly and looking good - Henry thanked everyone on the committee for all their hard work. A number of key roles will be falling vacant for the coming year including Vice Chair, Secretary and Maintenance Lead. Henry began by thanking Vicky Newell who has served on the committee for over seven years in roles including Secretary and Plot Rentals and gifts were presented to Vicky on behalf of the committee for her hard work and dedication over that period. Katy Madeley is stepping down from her committee role and she was thanked for all her hard work and presented with a gift. Simon and Rosie Crawford are stepping

down from their roles as Maintenance Lead and Secretary respectively and were thanked and presented with gifts for their hard work over the three years on the committee. Henry reiterated the point that in order to function, the committee needs support from its membership and above all, needs new people to join the committee and help run activities and bring fresh ideas. Without an active and engaged committee to keep the site functioning smoothly, there is a real possibility that none of us will have an allotment in the future, as this is an integral part of our Tenancy agreement with Knaresborough Town Council. To this end, Henry invited people to put themselves forward at the end of the meeting to join the committee.

4. Treasurer's Report

Copies of the Jubilee Allotments Annual Accounts were available at the meeting. John began by saying that the Association remains in a healthy financial position with a year end balance of £1612.51 compared to £1311.31 at the end of 2018/19. JAA income consists of plot rentals, grants and funds raised at social events.

Plot rental income was £4,422 which is about 98% of the maximum income based on 100% plot occupancy. This was supplemented by £365 from new plot holders in the form of joining fees and the sale of sheds etc. In previous years, committee members have had to spend considerable time chasing late payments and plot holders who have relinquished their plots without informing the committee. Information on how to pay rents is in the AGM Invitation letter and all plot holders are asked to either pay promptly by 31 March 2020 or inform the committee if they are not renewing their tenancy.

We successfully applied for a grant from Knaresborough Town Council for £1,362 to buy a shipping container as a secure store for the Association's equipment. Betty's and Taylor's of Harrogate also granted us £1,000 for the purchase of new benches and tables – grateful thanks to both these organisations for their generosity.

Social events are the third source of income and three events were held during the year, primarily organized by Mick Morby which collectively raised £300.

The principle expenditure is our rent to Knaresborough Town Council. Putting aside the once-off items associated with the grants, the remaining expenditure was on routine running costs. There was no purchase of major equipment such as mowers. We reduced expenditure by not renewing membership of the NSALG (previously £195 pa) and by changing insurers from Shield Insurance to the RHS saving approximately £290 pa.

The Association's minimum annual running costs are approximately £4,200 – this covers site rental, insurance, website and email and basic maintenance costs (but not the purchase or replacement of major equipment or other investment). That

cost equates to about 92% occupancy of the site in terms of rental income – ie we require about 92% occupancy to cover our base running costs from plot rentals. Knaresborough Town Council has chosen not to increase the site rental fee since 2016 when our current rental agreement came into force. This expires in March 2021. We will need to revise plot rental fees for 2021/2022 to reflect any changes in the site annual rental fee. This means the Association can only invest in new equipment/site improvements etc to the extent that it can obtain grants (which are always for specific projects) or raise money in other ways such as through social events. While social events are primarily for social purposes, they are also a significant source of income to the Association and we would encourage all members to support these. The Accounts were approved by Vicky and seconded by Vicki.

5. Sub-Committee Reports:

5.1 Events Sub-Committee – Mick Morby

The committee held three social events during 2019. Each was well attended and supported by plot holders.

The first event was the **Plant and Seed Sale** held on Sunday 19 May, following on from a planned Maintenance morning. Plot holders were encouraged to donate their unwanted plants and seeds. We also received welcome donations of homemade cakes and biscuits. The weather was kind and the sales went very well. The event, after costs, raised £65 to support the upkeep of our site.

Our **Annual BBQ** was held on Sunday the 11th of August. The focus this year was on a simple menu and the upfront purchase of tickets to allow the committee to purchase the right amount of food and drink so as to avoid waste. We also asked for donations of cakes for sale and salads to go with the Bratwurst and Burgers. Where possible we tried to offer vegetarian/vegan alternatives. We had quite a few on-the-day sales and only just managed to feed everyone. However, the event was a great success and provided another £201 towards site funds.

Lastly, we had **our Annual Bonfire and Pumpkin Competition** on Sunday, 3 November. It was touch and go with the weather but, thanks to the JAA gazebos, we kept warm and dry. The food offering was baked potatoes with cheese or coleslaw. Again, generous members donated cakes and biscuits that we could sell for a small profit. We also judged the Largest Pumpkin, and Best Carved Pumpkin competitions and awarded prizes. The day went very well and raised another £27 towards site maintenance.

Thank you to those who turn up each time to put up and take down gazebos, move chairs and benches and prepare the food and drinks for sale. Without the committee members and other volunteers, our social events could not happen.

We encourage feedback on each event and would be happy to consider any proposals for new events during this coming year.

5.2 Maintenance Sub-Committee – Simon Crawford

What we have done over the past year:

- Thanks to all those who have regularly attended maintenance mornings and thanks to Vicky and others for providing refreshments. There were ten mornings last year including three during the week. One had to be cancelled due to rain. A lot of maintenance also goes on at other times when members of the committee come and do various jobs during the week or at the weekend. Some plotholders have offered and have done mowing and other tasks during the week too if they can't make maintenance mornings – thanks for that.
- We took a register each maintenance morning including weekday ones and also of those who let us know they had done other work during the week: this shows that overall 50% of plotholders attended at least one maintenance morning or communal work at other times. Attending at least one maintenance morning is a condition of being a plot holder.
- Plotholders have been reminded that the maintenance of paths adjacent to their plots is their responsibility as some paths are becoming rather overgrown.
- Successful introduction of the first bee hives on site with more to follow. This is of benefit to all plotholders and there are stringent rules governing the keeping of bees on the plots with safety in mind.
- We had a number of plotholders wanting the committee to get rid of wasp nests on site – this is the responsibility of each individual plot holder and there are ways to dispose of them, although wasps are very useful as they get rid of aphids etc
- Overhanging branches were cut down – especially at the entrance to enable us to get the container in.
- Benches and sheds were repainted.
- We arranged for about 4 tons of manure to be delivered free for plot holders: This disappeared incredibly quickly! This is entirely dependent on local availability and willingness of farmers to transport it to the site. We'll try and get some new contacts for the coming year.
- Both large mowers were serviced and the brush cutter fixed (under warranty) after it broke down.
- Usual general mowing and strimming round the common areas – although the rain stymied more regular mowing
- The water stations have been fixed but unfortunately people still manage to leave the taps running – on one weekend 3,000 litres of water was allowed to drain away.
- We took part in the Knaresborough in Bloom competition and showed the judges round the plots - Knaresborough won Gold.

- Neglected plots were cleared in order to rent these out. Some ponds remain uncovered as I found to my cost when clearing a site and fell up to my waist in one.
- We filled in potholes on the road and made the entrance smoother and safer for cars to come in.
- The wild flower area on the south side is starting to flourish and we have further extended some plots on both the South and East sides to reduce the amount of grass to be maintained. Some drainage has taken place on the south side and more is needed here to reduce the bogginess.
- Inspections revealed the building of some outsize or flimsy constructions which were asked to be altered or removed: any construction needs to have permission from the committee and adhere to sizes as per the rules.
- As mentioned we have bought, out of a grant from the council, a shipping container to store the equipment safely (this was painted by Leesa and Dave) and some more furniture with a grant from Betty's.
- Keeping the gates shut at all times can be a bit of a nuisance, but may well help to prevent people from thinking this is some sort of through route.
- We are still looking into getting a more secure main gate installed (which hopefully the council would pay for). There is obviously a balance to be maintained here between security and making access for plotholders more difficult.
- Mick Morby has made a flower bed near the entrance and around the notice board to make the entrance more attractive.

What needs to be done or has been looked into:

- How to encourage more people to attend maintenance mornings
- Possibly extend the wild flower areas to further reduce mowing
- Look for replacement free manure source
- Re- painting benches/toilet/sheds/noticeboard with wood preserver
- More drainage on the south side
- Encourage more ownership of the paths leading to plots so they are maintained
- Renumbering of plots and possibly re-marking plots
- Repair wire perimeter
- Negotiate a new secure gate
- The council has indicated that trees surrounding the plot will be inspected at some point to ensure safety of branches etc
- We do need to look into the toilet....to ensure it is functioning ok!

Simon concluded by encouraging anyone who has ideas for maintenance work to get in touch via the committee email.

Doug thanked Simon for all his hard work over the last year.

5.3.1 Sub-Committee nominations.

Vicki Graham, Davena Clark, Terence Ogilvie, Mick Morby, Georgia Gilbert, Rosie Crawford, Simon Crawford, Henry Norris, John Garraway.

6. Changes to the rules and wording of the Rules/Constitution

John outlined changes in the Constitution regarding the definition of a member of the Association. This has become necessary for insurance purposes so that all Members (not just plot holders) are now covered under our Public Liability Policy. Background information regarding becoming members of the Association and how to apply has previously been circulated to all plot holders. John had also corrected some inconsistencies within the Constitution with regard to our role as Agents of our Landlord (ie Knaresborough Town Council) to manage the site. All proposals were approved by the meeting.

7. Motions

Motion: received from Kevin Lodge regarding manure delivery on site. During the year manure had been delivered at two locations on the site – top end and at the bottom end near the water stations. The meeting deemed this arrangement fair and accessible for all plot holders whilst bearing in mind the goodwill of the farmer delivering the manure and accessibility for delivery.

Motion: raised by Joy Richardson to plant more trees on site: the Committee had discussed this at a previous meeting, and whilst agreeing with the ethos of the motion, felt it was inappropriate as the purpose of the allotment is cultivation, not forestry. After detailed discussion on this, it was agreed that Joy and Doug would do some research and get back to the committee on this, bearing in mind the current height restrictions on hedging and trees, the current tree population of 162 on the site, maintaining accessibility for all plot holders and their vehicles especially those with special needs, the reduction in available spare land for tree or hedge planting around the site which is now in cultivation or used as a wild flower corridor and the costs and specifically the time involved for volunteers in such an undertaking.

Motion: by Doug to scrap restrictions on bonfires trialled since 2019 AGM. Some plot holders are still in favour of restricting timings of bonfires due to health issues. Plot holders are to be polled for their views with a selection of options.

8. Chairman's Award.

Henry awarded Vicky Newell the Chairman's Award for 2019/2020 for all her hard work on the committee over the past seven years.

9. Election of Committee Members

Henry reported that Vicky Newell will be stepping down from her role as Vice Chair and Plot Sales, Rosie Crawford will be stepping down as Secretary, Simon Crawford will be stepping down as Maintenance Lead and Katy Madeley and David Rochester will be stepping down from the committee.

Existing Committee Members: Henry Norris (Chairman), Vicky Newell (Vice Chair and Plot Sales), John Garraway (Treasurer), Rosie Crawford (Secretary), Vicki Graham (Social Media), Simon Crawford (Maintenance), Terence Ogilvie (Maintenance), Mick Morby (Events Lead), Davena Clark (Events), Katy Madeley (Committee Member), David Rochester (Committee Member), Leesa Smith (Committee Member).

Newly Elected Committee Members and Officers and their roles:

Henry Norris (Chair), Vicki Graham (Vice Chair and social media), John Garraway (Treasurer), Georgia Gilbert (Secretary), Terence Ogilvie (Maintenance Lead and Plot Sales), Mick Morby (Events Lead), Davena Clark (Events), Simon Crawford (Committee Member), Rosie Crawford (Committee Member).

Members voted unanimously for the above committee members to serve until the next AGM.

Events Sub-Committee

Mick Morby, Davena Clark

Maintenance Sub-Committee

Terence Ogilvie, Mick Morby

Anyone interested in joining any of the above sub-committees should email the committee on jaacommittee@gmail.com

10. Closing Comments

Henry thanked everyone for attending and all the committee members, including David Rochester and Leesa Smith, for their time and hard work over the past year.

Date and place of AGM 2021:

2021 AGM date, venue and time to be agreed.

Existing Committee and new members met straight after the AGM

Present: Henry Norris, Vicki Graham, John Garraway, Georgia Gilbert, Mick Morby, Terence Ogilvie, Simon Crawford, Rosie Crawford

Election of Officers

Chair: Henry Norris remains in post proposed by John Garraway and seconded by Simon Crawford

Deputy Chair: Vicki Graham was proposed by Henry Norris and seconded by Davena Clark

Treasurer: John Garraway remains in post proposed by Henry Norris and seconded by Simon Crawford

Secretary: Georgia Gilbert was proposed by Rosie Crawford and seconded by Simon Crawford

Events: Mick Morby

Plot rentals and Maintenance Lead: Terence Ogilvie

IT Lead: Vicki Graham

Committee members to carry out plot inspections as agreed.

Monthly committee meetings to continue to be held at 6 Poor Folk with an earlier start time of 6.00 pm.

Next committee meeting:

Thursday 26 March 2020 at 6.00 pm at 6 Poor Folk

28 February 2020

Circulation: All Members

