

---

**Jubilee Allotment Association**

**AGM Minutes**

**Date: 24<sup>th</sup> February 2021**

**7.30 pm online VIA zoom**

---

**Present:**

(Chair) Henry Norris, (Deputy Chair) Vicky Graham, (Treasurer) John Garraway, (Secretary) Georgia Gilbert, (Committee Members) Mick Morby, Simon Crawford, Rosie Crawford, Terence Ogilvie, Davena Clark.

**Members:**

Due to the COVID-19 restrictions, a physical register could not be taken. There were 26 members who attended, 9 of these are committee members(above).

**Opening**

The chair opened the meeting, thanking everyone who attended and noted that this AGM would be run differently that previous years due to COVID-19 restrictions.

**Apologies**

Christine Harper and Lorraine Simcock.

**Minutes from 2020**

The minutes from last year's AGM were posted online (website) for people to read.

The Minutes were proposed as being a true representation of the meeting by Terence Ogvile and seconded by Katy Madeley.

**Reports**

Report summaries were read by the Chair this year instead of individual members (such as the Treasurer).

**Treasurer's report**

'Because of the corona virus restrictions during the year, there has been little discretionary activity, so the accounts are basically limited to income from rentals and the minimum expenditure to maintain the site. The balance increased from £1612.51 to £2331.70.

A summary of the accounts can be found below:

#### Summary of 20/21 accounts

Balance at 19/20 year end	Income	Expenditure	Balance at 20/21 year end
1612.51	5414.50	4695.84	2331.70
<b>Expenditure breakdown</b>			
Rent	3750		
Insurance	220	Annual cost is £110 : this includes late payment of 19/20 insurance	
Skip hire	180		
Website/email	37.04		
Toilet emptying	130		
Other maintenance costs	378		

#### Income

Income during 2020/21 was solely from plot rentals and associated items such as the sale of sheds and water butts to new tenants. The site was fully let throughout the year and we were able to quickly re-let any plots that came vacant during the year.

We are grateful to retiring plot holders who donate their sheds, water butts to the association for sale to new tenants. This typically raises a £200-£300 for association fees per annum and we would encourage any departing tenants to donate usable sheds etc for resale.

In consequence, rental income, including resale of sheds etc, totalled around 120% of the fully-let site income. I would like to thank all committee members who assisted in preparing vacant sites for re-let and Terence Ogilive for promptly re-letting vacant plots.

#### Expenditure.

Main item of expenditure was, as always, the site rental. Other expenditure was limited to essential items of maintenance as shown in the table. The toilet required emptying and this seems to be necessary every 3-4 years. One tenant, who was eventually evicted, refused to clear rubbish from their plot, requiring the committee to hire a skip to dispose of the waste. Unfortunately, we have had several cases of departing tenants who have refused to properly remove their property in recent years: this causes unnecessary work for committee members who clean up the plots and ultimately involves costs for the association and its members.

Approximately 50% of the “other maintenance costs” was ground plastic cover to create the new wildflower/ biodiversity areas near the site entrance. The balance was on minor maintenance costs such as fuel, replacements parts etc.

Because of the corona virus restrictions, we did not make any major expenditure on equipment or other site improvements.’

The Chair noted that we made approximately £1000 this year in additional rentals, this has been made thanks to Terence for being able re-let plots that became vacant during the year so quickly, plus the sale of sheds.

Mark Madeley approved the accounts and Terence Ogvile seconded.

A reminder of rents needing to be paid by the 1<sup>st</sup> of April was given, and electronic transfer was mentioned as the preferred method of paying, due to the COVID-19 pandemic. The local bank has also shut as of the 1<sup>st</sup> of March.

Rents are staying unchanged as £30 for a single plot, £50 for a double and £75 for a triple.

### **Maintenance/inspection report**

‘Inspections were postponed for a while at the start of the lockdown but were resumed when it became clear people could still visit and work on their plots. There are some beautifully maintained allotments, and most people subscribe to the rules and regulations. The Fran Naylor cup for best allotment was awarded to Margery Midgley for a plot that was consistently maintained, beautifully organised and cultivated with some innovative planting.

There are some perennial problems of trees growing too tall, paths not maintained by plot holders and sheds disintegrating or structures being put up without permission, and plot numbers not being visible. The point of inspections is threefold: to ensure the allotment association fulfils the regulations laid out by the landlord (Knaresborough council); to ensure that all potholders can enjoy their plots without any encroachment or nuisance from other plot holders and maintaining the allotments in a way that the majority of plot holders like and enjoy.

A number of requests for ponds were granted and this is to be encouraged as ponds have an incredibly positive effect on the environment. This, combined with the new development of re-wilding certain areas with wildflower areas, should help encourage more plant and animal diversity.’

It was noted that generally the site looks excellent and well maintained and has been a haven during these difficult times.

### **Plot rentals**

We currently have 39 people on the waiting list, 15 of these are from Knaresborough and the rest from surrounding areas.

## **Chairman's reports**

Henry started by announcing this would be his last report as chairman. He has done the role for 4 years and has been on the committee another 3 or 4 years. He noted that he'd enjoyed his time serving on the committee with the running of the allotment and helping it grow, and that it has been made easier for the last four years as we have had some really great committee members that really do make the role of chairman go smoothly.

He thanked all the committee members for their help and specifically mentioned some members below:

'Georgia joined the committee at the AGM last year and has done a great job as Secretary, which is one of the harder roles as she has had to deal with all the incoming communication and recording the notes from our meetings.

John has done a brilliant job as treasurer and kept a nice tight grip on the accounts and the money in and out, he also has spent time and effort on the documents such as rules and constitution.

Vicki has done a great job looking after the website and news letters, and also took on the role of vice chair, so had to step in a couple of times when I was unable to run the meetings.

And all of our other members this year Simon, Rosie, Mick, Terence and Davena all of whom have helped with running the committee, this includes helping with maintenance, rental of plots, Facebook admin and all the other jobs that are required to help the running of the allotment.'

He thanked everyone again and spoke about how many members would be stepping down this year, but also mentioned how a new committee would bring new ideas and enthusiasm to the running of the allotment. He also warned of the risk of not enough members stepping up to join the committee we would be at risk of losing the site as at a minimum of 4 roles (chair, vice chair, secretary and treasurer) needed to be filled.

## **Changes to the rules and wording of the constitution**

There have been no changes to the rules or wording of the constitution this year.

## **Motions**

There was only one motion which was emailed in previous to the AGM. The email came from John Freestone and discussed the need to look at the deer issue on site and whether we can look into securing the site better. There was a vote conducted, which decided the new committee would look into options of how to secure the site further from deer.

## **Chairman's award**

The chair noted that one of the perks of his role was being able to highlight an individual who has imputed something above and beyond the allotment by awarding them the Chairman's cup. Henry mentioned how difficult the decision had been and mentioned some of the previous winners too. The award was given to Georgia Gilbert, as she brought an

enthusiastic energy to the committee and kept record of all the meetings after stepping up to join the committee in 2020.

### **Election of Committee members**

The chair asked for members who would like to step up to join the committee.

### **Existing members**

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).

### **Newly elected members**

**Chair:** Mark Madeley:

**Vice chair/Deputy chair:** Joy Richards

**Secretary:** Georgia Gilbert

**Treasurer:** Jill Martin

**Events:** Aileen Morris

**Plot rentals and Maintenance Lead:** Katy Madeley

**Committee members:** Sarah Bosomworth and Kerri Tucker.

Committee members to carry out plot inspections as agreed.

Members nominated themselves for roles as all but one member stayed on so proposals were given.

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

### **Closing comments**

The chair thanked all who had attended, and it was decided the new committee would meet straight after on another zoom meeting to decide roles and an agenda for the first meeting.

### **Date and place of AGM 2022:**

2022 AGM date, venue, and time to be agreed.

## **Existing Committee and new members met straight after the AGM**

### **Present**

Mark Madeley (Chair), Joy Richards (Vice chair/Deputy chair), Georgia Gilbert (Secretary) Jill Martin (Treasurer) and committee members Aileen Morris, Katy Madeley, Kerri Tucker and Sarah Bosomworth.

### **Election of officers**

**Chair:** Mark Madeley: Proposed in by Georgia Gilbert and Jill Martin

**Vice chair/Deputy chair:** Joy Richards proposed by Katy Madeley and Mark Madeley.

**Secretary:** Georgia Gilbert proposed by Mark Madeley and Aileen Morris

**Treasurer:** Jill Martin voted in by Georgia Gilbert and Mark Madeley

**Plot rentals and Maintenance Lead:** Katy Madeley proposed by Kerri Tucker and Joy Richards

**Events:** Aileen Morris

**Committee members:** Sarah Bosomworth and Kerri Tucker

Committee members to carry out plot inspections as agreed.

Monthly meetings to be held on a Wednesday, over zoom for the foreseeable around 6/7pm.

The next meeting will be on the 31<sup>st</sup> of March over zoom.