Milnathort and Kinross Allotments Association

Virtual Board Meeting

Monday 10th January 2022

# Meeting 10/01/2022. 1930-2045 Present

Derek Lawrence (Chair)

Chris Callaghan (Secretary)

Tim Power (Treasurer)

Louise Pryde (Acting minutes secretary)

Laura Cameron (Board member)

Stephen James (Board member)

# Apologies

Ann Barlow (Minutes secretary)

**Action from Minutes of Previous Meetings and Feedback from 2021 Annual General meeting.**

No issues were raised with regard to outstanding business from previous meetings and the 2021 AGM. A consensus that no matters were outstanding, was proposed by Derek Lawrence and seconded by Laura Cameron.

# Chair Update

Everyone has now received a letter of introduction from the new chair, Derek Lawrence. The letter summarised the intended ethos of the association going forward The allotments have been running for eight years, and it is now ten years since their inauguration. Derek is hoping to build on the strong sense of community this history brings, making it a space for all members to cultivate, cherish and share with the wider community.

# Secretary’s Update

A request for a plot has been received from Graeme Malcolm of 3 Mill Lade, Milnathort. It was agreed he would be offered a starter plot and added to our waiting list for a permanent plot, if he accepts. (At present this puts him eighth on the waiting list).

There are nine starter plots and six are currently in use. (7 if Graeme Malcolm accepts a starter plot). Some of the people currently occupying a starter plot have asked to cultivate the unused plots. No decision was made as to whether this request should be granted. It will be discussed at the next meeting.

There are also raised beds tin the communal area that are not currently cultivated. The cultivated ones are being utilised by Kinross Nursery and Kinross Church. There have also been requests to cultivate the unused ones, by starter plot holders. It was decided to discuss this matter at the next meeting and reach a decision at that time.

# Treasurers Update

Tim requests a gentle reminder to be sent to plot holders, that their renewal is due by the 15th of January 2022 and allotment fee to be paid no later than 31/01/2022. He does not wish a clerical oversight to jeopardise their membership.

He is also in the process of getting authorisation to move the association bank account to an internet-based platform, rather than paper based, and to gain authorisation to use the debit card associated with the account in addition to Chis Callaghan. The outgoing treasurer needs to be removed as an authorised signatory. That would leave Tim and Chris as signatories. It was proposed that Derek Lawrence be added as a third signatory, so that if one of the signatories were unavailable then purchases could be made if required. It was agreed that two signatories would be required for any purchase under £200. Larger purchases would need to be approved by the board. It was agreed to conduct the finances of the group in as close to a “cashless” way as feasible.

It was also agreed that all new expenditure would be presented to the board at every meeting. **Independent Auditor**

David McIlroy, who is a Chartered Accountant, an independent auditor and a member of Tim’s

Church has kindly agreed to audit the accounts of the association, on an annual basis.

# Refurbishment Of the Poly Tunnel

The allotment current account is “just shy” of £5,500 after paying for most of the expenses in relation to the materials for the refurbishment of the poly tunnel, which have now arrived. The cost of these were £1,943.00. The contractor, Andrew Robinson, requires us to level the ground around the poly tunnel, remove the skin and renew the flooring, prior to replacing the wood, supporting posts and skin. He can start the work early in February, provided the preparatory work has been completed. Louise and Steven have permits for the local dump site and so can assist in the disposal of the old skin once it has been removed. It was decided to lay new flooring over the old flooring rather than lifting the old flooring first.

Tim has been quoted a fee of around £200, by a local contractor called Bruce Forbes, to flatten the area around the poly tunnel and remove the waste.

It was suggested that an email be sent to the members who have beds in the poly tunnel, to request their removal before the 23rd of January 2022.

# Issues Raised by Members 1. Access to Tool Shed

A consensus was agreed to allow access to the tool shed. The secretary will issue the code for the key safe containing the key to the tool shed. There is access to hand sanitiser and a request that members use the hand sanitiser before and after using tools. There will be wipes also made available to clean the tools before and after use. The notice will be amended to include a request that tools are cleaned before and after use and at the person’s own risk.

**2. Making the Orchard Area into a Wildflower Meadow.**

Duncan McNab has proposed turning the orchard into a wildflower garden and restricting vehicular access (some plot holders currently use the area as a turning point for their cars). He has kindly offered to carry out the labour free of charge but would need to submit a costed proposal for raw material such as seeds and barriers/signs to restrict access. It was felt this was a great idea as it would provide an area of natural beauty and attract pollinators to the area. Derek suggested using an organisation called Grow Wild to obtain the seeds. They are a subsidiary of the RHS and can supply seeds which are native to the area to be rewilded. Derek

will look further into the possible purchase of seeds from Grow Wild. It was suggested that members be balloted on the final proposal.

# Scheduling of Workdays

It was decided this would be discussed at the next meeting.

**4. Farmers Markets 2022.**

The schedule for getting seeds going, in preparation for upcoming farmers markets is very dependent on getting the poly tunnel up and running by the end of February. **AOCB.**

The insurance for the allotment is due to be renewed in March 2022. This includes third party public liability insurance and insurance against the theft of tools and equipment owned by the association (it excludes those owned by individual members). Historically the insurance has been through the RHS. Tim has received correspondence to suggest they have now handed this arm of the company to a subsidiary called AON. Tim will look into the options available when our current insurance expires.

# Summary Of Actions Requested

1. Offer Graeme Malcolm a starter plot and if accepted add to waiting list for a permanent plot.
2. Send a gentle e-mail reminder to members to renew their tenancy agreement before the 15th of January 2022 and pay their allotment fees no later than 31st January 2022.
3. Remove the outgoing treasurer as a signatory to the allotment bank account.
4. Add Derek Lawrence as a third signatory to the allotment bank account and enable Tim to use the debit card associated with the account.
5. Approach Bruce Forbes for a formal contract for the above-mentioned work.
6. E-mail members who have beds in the poly tunnel and request they are removed before

23/01/22 and offer help if they would struggle to do this for any reason.

1. Send members the key code to the tool shed and make available cleaning wipes and hand sanitiser gel.
2. Put a sign on tool-shed requesting members clean hands and tools before and after use, and use at their own risk
3. A proposal and community vote on whether to go ahead with the creation of a wildflower meadow in the orchard area, including signage to restrict access and more information about “Grow Wild”.
4. Proposal for how to proceed with renewal of allotment insurance when current policy expires in March 2022.
5. Add to the minutes of next meeting, whether unoccupied starter plots and raised bed can be utilised by people who already have starter plots and are awaiting permanent plots, the sche **of** duling of workdays and plans for participation in the local farmers markets in 2022.
6. **of Next Board Meeting: Monday 7th February 2022 at 1930**

 **Minutes Approved and Authorised By:**

 **Dereck Lawrence C Callachan**

 **Date 07/02/2022 Date 07/02/2022**