

AGENDA Whitehill Allotment Society 9 November 2021 18:45. Site Shop

Chair : James Freeman

Minute Taker : Kirsten Lavers

Also Present : Nat Lofts, June Hyde. Ruth Dunn, Anna Reva

Apologies : Begona (holiday) Jon (holiday) Danielle (hospital - get well soon!)

1. Outstanding actions from 07/10/21, not otherwise on the Agenda:

- a. NAT: estimate from Pete Merry for repairs to Compost toilet and Orange Shed roofs.

Pete has had look - suggests second hand wood to reduce costs. Will work on it over Christmas. Will also repair toilet roof.

- b. NAT: delivery of wood chip to new heap beside Orange shed.

Clearance of brambles and rubbish underway - **June** offered to help finish off. Need to measure neighbouring plot in order to determine where the boundary lies. Agreed to have chip delivered asap - **Nat** to organise – and to use the chips on the tracks. In the spring time, Committee to organise building a suitable pallet fence / container to contain future deliveries.

- c. KIRSTEN: circulate login info for Secretarial Team. **DONE**
- d. JON: contact Plot 58 member to pay rent? **DONE**
- e. NAT: ~~waiting list and viewings.~~ [See Item 2]
- f. JAMES: ideas for thank you present for Rue.

Ideas discussed. **Ruth** to forward weblink to James.

- g. ~~RUTH: Code of Conduct policy.~~ [see Item 4]
- h. ~~RUTH: Complaints procedure.~~ [see Item 4]
- i. ANNA: repair of broken padlock.

No action as yet. **Anna** : Research combination lock options to share with Committee **James** ask Martin about welding new lock to gate.

- j. ~~KIRSTEN: circulate bonfire guidance for discussion today.~~ [see item 3]
- k. ~~KIRSTEN: incident log.~~ [see item 6]
- l. ~~RUTH: procedure for amendment of By-laws.~~ [see Item 4]
- m. ~~RUTH: procedure for recognition of longstanding members.~~ [see Item 4]
- n. ~~JAMES/KIRSTEN: respond to bonfires complaint.~~ [see Item 6]
- o. NAT: Make do and Mend (MDAM): tree and tree surgeon.

MDAM have not contacted Council yet. **Kirsten** to draft an email - **James/Nat** to approve

- p. JAMES: Research GDPR policy.

James found one on our website but this only applies to data submitted to website. Ruth to research GDPR policy for allotment societies. It was agreed that the preceding year of membership records should be retained, in case contact needs to be made with former ploholders. Kirsten to delete old databases prior to 2019-20.

- q. KIRSTEN: Authorise Rue to mandate Kelly and Anna as signatories to WAS bank. **DONE**. In progress but Bank opening times are problematic signatories are not yet changed - Anna exploring online options. James to contact Kelly about this.

2. Plan for releasing Vacant plots to Waiting List.

Agreed to change 144 & 114a to 7.5 pole each
We have 15 plots and 17 people on waiting list.

Viewing Weekend 13/14 November

11am - 1pm Saturday Kirsten & Nat & James

Sunday - Midday - 4pm Nat

James to create Doodle Poll

Kirsten to contact those on waiting list inviting them to book a Doodle Poll slot.

3. Bonfire Guidance to be issued to members. (circulated with Agenda)

AGREED and Ruth to add to website

4. Procedures/Codes drafted by Ruth (circulated with Agenda)

Code of Conduct AGREED Ruth add to website

Complaints Procedure AGREED Ruth add to website

Amendment of By-Laws Procedure AGREED Ruth add to website

Recognition of Longstanding Members procedure. Kirsten add to Dropbox as >
Guidance for Committee

We discussed the need to unify the 1943 and 2020 Bylaws incorporating AGM 2021 decisions. Ruth Dunn is working on this. Agenda for next meeting

5. Website security and fees

Been paying £30 but costs rising Ruth will propose a better value hosting service when due in February/March. Security is not a major issue since we no longer gather personal data on the website. New hosts will provide SSL Certificate.

6. Incidents/Complaints reported by Members since last Meeting

Abusive behaviour at 23a - James has liaised with Cyrenians Coordinator on this matter.

Gate left unlocked- we hope the new combination lock will resolve this problem (see Item 1i)

Website insecure : see Item 5

Leaving plot citing rude emails : James will investigate

7. Water turning off date.

Kirsten contact Edward about turning off protocol.

8. Idea to rent barbecues and tools to members. Carry forward

9. Former Polytunnel - plan to progress as Members' social area. Carry forward

10. Any Other Business

Seed Delivery : Not arriving til end of month. Committee to plan collection day when they have arrived and circulate notice to members by e-mail / chalkboard.

NSALG Magazine : **Anna** will place in plastic box outside Shop

11. Date of Next Meeting

Tuesday 7 December 7.30pm, Cambridge United Supporters Club