

## Leominster Allotment Association Annual General Meeting

Wednesday 2nd May 2018, 7.00pm in the Town Council offices, Corn Square, Leominster.

**Committee members present:** Gill Murdoch (Chair), Steve Gallimore, Bridget Hirschmann, Jane Lacey, Viv Pearson, Ian Wilkins.

**Others present:** B Gray-Addyman, J Debbage, M Locock, C Loran, G & G Millard, S Morris, R Murdoch, D & Z Newton, A Smithells, D Wilkins.

**Apologies:** J Braithwaite

**Minutes:** Christine Conlon

### Minutes Approval

The minutes from the previous A.G.M. meeting, 10<sup>th</sup> May 2017, were approved as a true record of last year's meeting and they were signed by the Chair, Gill Murdoch.

### Opening matters

There were no matters arising from last year's AGM meeting.

### Leominster Allotment Association AGM 2<sup>nd</sup> May 2018 - Reports

#### Report from the Chair, Gill Murdoch

Firstly, I would like to thank the committee members for their work during the past year. We had a smaller committee this year but all duties were completed. As always Christine has kept everyone informed of our activities and deserves particular thanks.

As indicated last year Steve Gallimore will be standing down from the role as Treasurer. I would like to thank him for his valued contribution to the committee over the last few years.

#### Activities during the year

At last year's Leominster Festival, we had a **plant & produce stall** on the Grange for the Family Fun Day. A wide array of veg and flower plants as well as cakes, pies and preserves were sold, a seed-swap tray was also available. We decorated the stall with pictures from the junior school and the Pudleston Rainbows. Despite the gusty wind, we had plenty of customers and made a good profit for the Association funds. Several plot holders grew plants, gave their time on the day or provided produce for sale. Their support was greatly appreciated.

We had to cancel the **Summer Bar-B-Q** through lack of interest, perhaps, as we had to charge for the event.

John Moss organised a **sponsored walk** to raise money for Epilepsy research and the allotmentees supported him by walking, gaining sponsors and providing encouragement, sustenance and taxi services throughout the day.

The **Harvest Supper** in October was well attended. We had a fun, albeit gluttonous, evening. The range of tasty dishes both savoury and sweet was fascinating. As always, the Mayor presented the allotment awards (and enjoyed the evening too).

Julie Debbage from the Town Council organised **property marking sessions** with the local police at the allotment site, and very kindly had a stall at the **Leominster Seed Swap** on 10<sup>th</sup> Feb, promoting the allotments.

In March we ran a **coach trip** to the National Botanic Garden Wales, with a mixture of LAA members and

friends. It was a good day out enjoyed by all.

- We continue to have a good relationship with the team at the Town Council and thank Julie for her hard work to keep the allotment site safe and tidy.
- During the year the Committee has reviewed and revised the Handbook which will be available on the website or from the Town Council Office shortly.
- We are all sad to hear of the recent passing of John Moss. We will all miss his friendly advice and good humour. Our thoughts and prayers are with Vera and the rest of the family.

Once again, thank you to all who have supported the LAA through the year.

#### **Report from the Minutes Secretary, Christine Conlon**

- Six general meetings and one AGM have been held in the Leominster Allotment year, 2018 - 19.
- Two newsletters have been produced in this LAA year.
- We communicate by e-mail to 38 members.  
Paper copies go to 14 postal addresses, which is an increase on last year.  
We really would like to communicate to all of our members by email.
- The minutes and Newsletters are put on the website, enabling public access. Also, paper copies are put into the Community shed, so they are available for all to see, in one form or another.
- I also administer the Leominster Allotment Association website and it had a healthy 492 'hits' this year.  
This is an increase of nearly 40 since last year.
- I would be delighted to show anyone interested, how to prepare and send out the minutes.  
Please feel free to ask me.
- Finally, thank you for your support over the last 12 months.

#### **Report from the Membership Secretary, Jane Lacey**

Currently there are 38 members registered in the Leominster Allotment Association, although it is still early in the membership year and people are late in paying.

The membership fee ensures that the NSALG insurance is paid on behalf of the members.

I am happy to be on the committee one more year, but after that, I will take a break.

#### **Report from the Seed order Co-ordinator, John Braithwaite**

For the 2017 – 18 season, the numbers of orders given to me to send to Kings Seeds, fell by a quarter, compared with the previous year. Kings still offer a good discount.

I therefore propose to change the ordering and collection procedure, as follows:

- I will order new catalogues and order forms in September.
- I will pass the catalogues on to the Town Council Office, with order forms, for collection by LAA members. I will have attached information about last ordering dates etc, to the front of the catalogues.
- Members will collect catalogues from the Town council offices.

- When ready to order, people can put their completed order forms through my letter box or post their orders to me, John Braithwaite, at 11 Ryelands Road Leominster.
- I will check and process the orders.
- I will deliver the goods to the Town Council offices and alert members to collect their orders from there.

### Report from the Treasurer, Steve Gallimore

#### **Leominster Allotment Association: Treasurer's Report for April 2017 to March 2018**

Movements on the Lloyds Bank account \*\*\*\*4323

#### **Bank reconciliation**

Bank statement at 1 April 2017	£1,148.85
Income in the year	£1,441.50
Expenditure in the year	-£1,300.29
<b>Balance as at 31 March 2018</b>	<b>£1,290.06</b>
Bank statement at 31 March 2018	£1,936.80
<u>less cheques not presented</u>	
(Welsh Botanical Gardens trip, M&S Coaches)	-£360.00
(entrance fee to Welsh Botanical Gardens)	-£132.00
(insurance premium)	-£154.74
<b>Balance at bank</b>	<b>£1,290.06</b>

Income			Expenditure	Gain	
Membership	£310.00	62 members	NSALG affiliation	£79.74	-£180.00
			Insurance		-£154.74
			Admin		-£55.00
Seed orders	£411.30		Seed orders		-£372.31
Raffle at Harvest Supper	£37.00		Prizes for raffle		-£26.24
Fun day on The Grange stall	£189.20		Donation to Leominster Festival		-£20.00
Welsh Botanical Gardens trip	£494.00		Welsh Botanical Gardens trip costs		-£492.00
<b>Total</b>	<b>£1,441.50</b>				<b>-£1,300.29</b>
Overall change on the year 2017/18:					<b>£141.21</b>

**Notes for income items:** none

**Notes for expenditure items:** Admin is cost of postage, photocopying and Web site hosting

#### Petty Cash Account

**Balance of Petty Cash £4.36** as at 1 April 2017  
10/06/17 from Grange Fun Day £0.26

**Balance of Petty Cash £4.62** as at 31 March 2018  
Total financial assets of the Association as at 31 March 2018:  
**£1,294.68** (balance on Lloyds Account plus Petty Cash)

S. Gallimore (treasurer) 17 April 2018

For comparison changes on the Lloyds account reported in previous years:

Overall change on the year 2016/17	£132.30
Overall change on the year 2015/16	£110.35
Overall change on the year 2014/15	£158.19
Overall change on the year 2013/14	£161.53
Overall change on the year 2012/13	<b>-£127.58</b>
Overall change on the year 2011/12	£107.89
Overall change on the year 2010/11	£15.46

All years prior to 2016/17 are for period 1st August - 31st July

**The Subscription**

The subscription is to be changed to £7.50 from £7.00. This is because, in error, Steve Gallimore had charged £7.50, rather than £7.00. Rather than refund everyone with 50 pence's, the Committee agreed to stay with the membership fee of £7.50.

Gill proposed and Viv seconded the amendment.

**Election of Officers**

There were no nominations.

Steve Gallimore stepped down from his role as treasurer.

- **Gill Murdoch** – remains as **Chair**
- **Christine Conlon** - remains as **Minutes Secretary**
- **John Braithwaite** - remains as **Seed Order Co-ordinator**
- **Jane Lacey** – remains as **Membership Secretary** and will take on the role of **Treasurer**

Remaining on the committee:

**Viv Pearson**

**Briget Hirschman**

**Ian Wilkins**

Gill Murdoch, Jane Lacey and Christine Conlon will be stepping down at the next AGM in 2019.

These appointments were proposed, seconded and agreed by those who attended the meeting.

**Data Protection – GDPR**

Gill reported that as an association, we need to comply with the GDPR requirements.

In order to comply, Christine will send an email to all those members who have email addresses, asking if we can continue to contact them by email.

If there is no reply to the email, we will have to post any information to these members.

It is hoped that all email members will reply and confirm that we can continue to contact them by email.

**Any other business**

- Clarification was requested by Christine Loran, about who is responsible for cutting the grass between the mini-plots. Julie Debbage replied that at the moment it has been too wet to cut the grass, that is why it has not been cut for a while, but it would be cut as soon as it was dry.
- Bridget offered to clear out the community greenhouse. People are requested to leave it tidy and to label anything put in there.
- The water is to be turned back on at the end of the week.
- Sue Morris has found a source of spent hops and vermiculite. Collection needs co-ordinating.
- There is to be a Barbecue in the summer, where people can bring their own food and something to drink. Details to be discussed.

**Gill Murdoch thanked everyone for attending the meeting and the meeting was closed.**

**Next Annual General Meeting: Wednesday 1<sup>st</sup> May 2019, 7pm, in the Town Council Offices, Corn Square, Leominster.**

Please bring your copy of these minutes with you to the next A.G.M. meeting.