

Leominster Allotment Association meeting

Wednesday 3rd January 2018, 7.00pm in the Town Council Offices, Corn Square, Leominster.

Committee members present: Gill Murdoch (Chair), J Lacey, I Wilkins

Others present: J Debbage **Apologies:** V Pearson.

Minutes: Christine Conlon.

<p>Minutes from previous meeting, 1/11/17 – approved.</p>	
<p>Correspondence</p> <ul style="list-style-type: none"> • Allotment insurance – Jane Lacey has had a reminder for insurance renewal from the NSALG – Shield Insurance. She will contact Steve for a cheque to send off. 	<p>Jane to action</p>
<p>Matters arising</p> <ul style="list-style-type: none"> • E-version of allotment handbook – Jane will ask Stewart if he has an e-copy of the original handbook. • Coach Trip – Gill will arrange to send out posters and forms for the coach trip to the National Botanic Garden of Wales, 10th March 2018. A 29-seater coach is booked. If short of numbers, it will be advertised in the Town Council offices in Corn Square • Lock for the Cube – Julie is in the process of asking Ray about the Cube lock. • Membership list – Julie continued searching for the list of members to send to Christine. • Recipes – Christine will email members about recipes for the website. • Website – Fly-tipping information has been updated. Christine to ask Chris Preece again for numbers of website hits, in time for the AGM 	<p>Jane to action</p> <p>Gill to action</p> <p>Julie to action</p> <p>Julie to action</p> <p>Christine to action</p>
<p>Site inspections, plots and site problems</p> <p>The plots were inspected by Gill, Julie and Jane.</p> <ul style="list-style-type: none"> • Not all 11 letters need to be sent out to remind ploholders to tend their allotments. • There are 11 vacant plots (half and quarter size only). Full plot is £100 year. Half plot is £50 per year. • Jane has given the article about rootstock advice, to Christine, who will add this to the documents page of the website. • Rats reported being seen, in two different places at the allotment site. • Julie would like to extend the road down to the very end, by possibly using gravel. • The hedge has been cut again, and at the sides. • The compost bin has settled down now. • Julie will try to promote the allotments e.g. give a sheet about the allotments, to estate agents. • Bob Murdoch has filled in some gaps in the hedges with Viv's holly plants. • Julie is to put a CO²monitor in the Community shed, 	<p>Christine to action</p> <p>Julie to action</p>
<p>Handbook</p> <ul style="list-style-type: none"> • Committee members checked pages 21 onwards, to the end of the book. • The group will check and re-read the electronic version, when it is found. 	
<p>Diary Dates</p> <ul style="list-style-type: none"> • LAA meeting – Wednesday 7th March, 7pm. 	

<ul style="list-style-type: none"> • Trip to National Botanic Garden of Wales – Saturday 10th March. • Canal Trip - 10th March. 	
<p>Any Other Business</p> <ul style="list-style-type: none"> • Documents on website – Christine is to ask advice about how to put the documents into ‘folders’, as there are a lot of documents being shown. • Allotment Calendar –Interest was expressed in developing a calendar with pictures of the allotment/ produce etc. Process and costs need to be looked into. Plot-holders probably have good photos. • Leominster in Bloom – Julie is to find out more details, in case we are interested in joining in. 	<p>Christine to action</p> <p>Julie to action</p>
<p>The next meeting is on Wednesday 7th March, 7pm, Town Council offices, Leominster.</p> <p>Please print off and bring a copy of the minutes with you to the next meeting.</p>	

Agenda for meeting, 7/3/18

- Approval of minutes
- Correspondence
- Matters arising from the last minutes (unless the item is already on the agenda)
- Site inspections, plots and site problems
- Review of Handbook
- Collecting LAA subscriptions in the new financial year
- Preparation for AGM
- Diary dates
- Any other business
- Date and venue of next meeting then close of meeting

Leominster Allotment Association meeting

Wednesday 7th March 2018, 7.00pm in the Town Council Offices, Corn Square, Leominster.

Committee members present: Gill Murdoch (Chair), S Gallimore, B Hirschmann, J Lacey, V Pearson.

Others present: J Debbage, R Wall. **Apologies:** I Wilkins, J Braithwaite. **Minutes:** Christine Conlon.

<p>Minutes from previous meeting, 3/1/17 – approved.</p>	
<p>Correspondence</p> <ul style="list-style-type: none"> • Hops and vermiculite - Sue Morris emailed that she is going to deliver bags of spent hops and a couple of sacks of vermiculite to the swap table. We will need to check the PH of the vermiculite. • Insurance requirements – The NSALG stated that they need members' individual names and addresses for the allotment insurance, details needed by 29th March. If necessary, the current list of names will be sent. See article in Allotment Magazine. Gill & Steve will decide. • NSALG AGM – Held on 2/6/18 in Bedfordshire (see NSALG website for details). 	<p>Gill to action</p>
<p>Matters arising</p> <ul style="list-style-type: none"> • Allotment insurance – Jane has renewed the insurance in January 2018. • Lock for the Cube – Julie now has the Cube key. • Membership list – Julie gave a list of members to Christine, at the meeting. • Allotments flyer – Julie has given a flyer to all Estate Agencies in Leominster, publicising the allotments. Christine will put it on the website, documents section. • Website – Julie will ask for ICT advice about putting documents into 'folders'. • Recipes – Christine has emailed members about recipes for the website. 	<p>Christine to action Julie to action</p>
<p>Site inspections, plots and site problems</p> <p>The plots were inspected by Julie, Gill and Jane.</p> <ul style="list-style-type: none"> • Julie received an email about rats being seen by the chickens. The rats have been bated and disposed of. Julie suggested that the best way to deter rats from residing under a chicken coop is to raise it high enough for a cat to be able to get under there. • The Town Council is to discuss chickens kept on the allotment. Only 4 chickens are allowed on each allotment. With Avian Flu, chickens need to be covered, away from wild birds. • A procedure is also needed for keeping bees on an allotment. • Currently, it is wet underfoot at the allotments. • Steve raised the subject of resurfacing the roadway. Julie will look at the available budget. • There aren't many vacant plots at the moment. Julie has made some yellow "Plot Vacant" signs and put them on vacant plots, which has already raised interest in one of the plots. Another idea is to have signs at the entrance of the allotments, saying which plots are vacant. • Julie has put a CO²monitor in the Community shed. 	<p>Julie to action</p>
<p>Handbook</p> <p>As the original version was not available on the computer, Gill has put the new version into electronic format. The new version is A4 size and Gill will send it out to the Committee for a final round of editing.</p>	<p>Gill to action</p>

<p>Subscriptions</p> <ul style="list-style-type: none"> • Jamie from the Admin team will take over the administration of the allotments. • The rental notices will be going out soon – the rents remain the same. • Julie will check on the lease details. 	<p>Julie to action</p>
<p>Leominster Allotments Association A.G.M. 2018</p> <ul style="list-style-type: none"> • Steve Gallimore is to step down from his role as Treasurer, at the AGM. • Gill and Christine will have a pre-AGM meeting. • Data Protection is to be on the AGM Agenda 	<p>Gill and Christine to action</p>
<p>Diary Dates</p> <ul style="list-style-type: none"> • Coach trip to National Botanic Garden of Wales – Saturday 10th March. There will be a final advertisement on the TIC Facebook. • Property marking – Julie to arrange for April at the allotments. • LAA AGM – Wednesday 2nd May, 7pm, Town Council offices. • Next ordinary LAA meeting – After the AGM, around 7.45pm, Weds 2nd May. • Harvest Supper – Julie has booked Grange Court for Friday 5th October. 	<p>Julie to action</p>
<p>Any Other Business</p> <ul style="list-style-type: none"> • Allotment Magazine - Gill distributed the Allotment Magazine at the meeting. • Newsletter – Gill will welcome any articles for the newsletter. • Website hits - Christine gave out information about ‘hits’ on the LAA website. • Website folders – Christine to ask on the LAA website for any advice about this. • School email – Jane will find out which teacher needs to receive the emails we will send to the local school. • Kings Seeds – John Braithwaite has suggested a new procedure for dealing with orders, which will be discussed at the next meeting. • Calendar – Ideas for a calendar and any recipes to be sent to Gill. • Water – Ray will turn the water on at the end of April. 	<p>All to note Christine to action Jane to action</p>
<p>The next meeting will be held <i>after</i> the Annual General Meeting, on Wednesday 2nd May, (expected to be approximately 7.45pm), Town Council offices, Leominster. Please print off and bring a copy of the minutes with you to the next meeting.</p>	

Agenda for meeting, 2/5/18

- Approval of minutes
- Correspondence
- Matters arising from the last minutes (unless the item is already on the agenda)
- Site inspections, plots and site problems
- Final version of Handbook
- New procedure for Kings Seeds
- Data protection
- Summer barbecue and other events
- Diary dates
- Any other business
- Date and venue of next meeting then close of meeting

Leominster Allotment Association meeting

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

Committee members present: Gill Murdoch (Chair), B Hirschmann, J Lacey, V Pearson, I Wilkins.

Others present: J Debbage, S Gallimore, C Loran, G & G Millard, D & Z Newton, D Wilson.

Apologies: J Braithwaite.

Minutes: Christine Conlon.

<p>Minutes from previous meeting, 7/3/18 – approved.</p>	
<p>Correspondence – none had been received.</p>	
<p>Matters arising</p> <ul style="list-style-type: none"> • Allotment insurance – The insurer only needs the names of the insured allotment holders. No other details required. • Website – The list of Minutes held on the Documents page of the website, are to be shortened. Suggestions included adding a page to hold archived documents, which could be linked from the Documents page. • Allotment Handbook – Gill to send PDF for Christine to add to the website. • Roadway to allotments – Re-surfacing of allotment roadway is needed. Julie Debbage will check the budget for funds. • Rents – Julie reported that the allotment rents have now been collected in. • Property marking – A date in June will be set for this. • Tidying out the Cube – The Cube will be tidied out to make storage space. • School contact – Sandra-Beaumont-Pike is the contact for the School. • Newsletter – Please send newsletter contributions to Gill for publication soon. 	<p>Christine to action</p> <p>Gill to action Julie to action</p> <p>All to note</p>
<p>Site inspections, plots and site problems</p> <p>The plots were inspected by Julie and Gill.</p> <ul style="list-style-type: none"> • Yellow signs on plots – Vacant plots are now denoted by large yellow signs. Those interested in a plot will easily see which are on offer. Currently, there are ten vacant plots. • On-site leak – There is a water leak on the allotments. • Strimming – The vacant plots have now been strimmed. The empty quarter plots might be taken out to ease strimming and mowing. • Compost bins – Plastic/inappropriate items continue to be put in the large compost bins. Julie will review access to compost bins. Possible restricted access means that plot-holders would have to keep compost on their own plots. 	<p>Julie to action</p>
<p>Kings Seeds – new procedures</p> <p>John Braithwaite, Seed Secretary, has proposed a new procedure for ordering from Kings Seeds, as follows.</p> <p>The Committee decided to take up the proposal, which will clarify and improve the ordering procedures.</p> <p>Procedures as follows:</p> <ul style="list-style-type: none"> • John Braithwaite will order new catalogues and order forms in September. • John will pass the catalogues on to the Town Council Office, with order forms, for collection by LAA members. John will have attached information about last ordering dates etc, to the front of the catalogues. • Members will collect catalogues from the Town council offices. 	<p>All to note</p>

<ul style="list-style-type: none"> • When ready to order, people can put their completed order forms through John's letter box or post their orders to John Braithwaite at 11 Ryelands Road Leominster. • John will check and process the orders. • John will deliver the goods to the Town Council offices and alert members to collect their orders from there. 	
<p>General Data Protection Regulation (GDPR) 2018</p> <p>In preparation for GDPR, changes to data protection, Gill has documented our procedures for protecting information of Leominster Allotment Association members.</p> <p>As the LAA is classed as a small organisation for recreational purposes only, we will not have to register with the Information Commissioner's Office (ICO). However, as an organisation, we must take steps to show that we comply with the requirements.</p> <p>The personal data held about members is not sensitive - name, address and possibly telephone number and email, if this has been offered by the member). Information is not shared with other organisations for marketing purposes and is securely held.</p> <p>Christine will put these GDPR documents onto the website, setting out our procedures for dealing with members' data. She will also send an e-mail to each member on our email contact list, to ask permission continue to contact them by email. If permission is denied, then we can continue to contact the member by post only, for the duration of the membership.</p> <p>Discussion about GDPR continued, also if permission was required to publish photographs on the website.</p>	<p>Christine to action</p>
<p>Summer Barbecue</p> <ul style="list-style-type: none"> • The date for the Summer Barbecue has been set for Saturday 23rd June, starting from 12 noon. • Property marking will be held at the same time. Julie Debbage will contact the Police to ask for a representative. 	<p>Julie to action</p>
<p>Diary Dates</p> <ul style="list-style-type: none"> • Allotment Barbecue – Saturday 23rd June, from 12 noon at the allotment Community shed. • Property marking – Saturday 23rd June, at the allotment Community shed. • Harvest Supper – Friday 5th October at Grange Court 7pm. • Next LAA meeting – Wednesday 4th July, 7pm, at the Town Council Offices, Corn Square. • Family Fun Day and Plant Fair 2019 – in 2019, the LAA will take part in this (date still to be set). The LAA will discuss arrangements in January 2019. 	
<p>Any Other Business</p> <ul style="list-style-type: none"> • Tree Bog – J Debbage has received a request from Suffolk allotments, for information about the Tree Bog at the allotments. • Allotment notice board – This is to be replaced. 	<p>Julie to action</p>

<ul style="list-style-type: none">• Community shed –The shed was last painted in 2017. A decision will be made about when to next repaint the shed• Main gate – the main gate lock is stiff. Ray Wall has the special oil for the lock.• Leaving keys –People are forgetting to leave their allotment gate keys when they vacate their plots. Gill will mention this in the Newsletter.	
<p>The next meeting will be held <i>after</i> the Annual General Meeting, on Wednesday 4th July, 7pm, Town Council offices, Leominster.</p> <p>Please print off and bring a copy of the minutes with you to the next meeting.</p>	

Agenda for meeting, 4/7/18

- Approval of minutes
- Correspondence
- Matters arising from the last minutes (unless the item is already on the agenda)
- Site inspections, plots and site problems
- GDPR progress
- Summer barbecue and property marking report
- LAA Facebook page
- Diary dates
- Any other business
- Date and venue of next meeting then close of meeting

<p>38 members replied positively and 8 have yet to reply.</p>	
<p>Summer Barbecue report The Barbecue was more like a picnic, as only a couple of members used the gas barbecue. Gill cleaned parts of the barbecue. The Property Marking was cancelled. Shade was needed, so the pop-up gazebo will be used next time (currently stored in the Cube). If one is held next year, it will be advertised as a 'Bring and Share' picnic.</p>	
<p>LAA Facebook This is an open Facebook which is administered by Ian Wilkins and Chris Preece. Our allotment photographs can be added to the Facebook page.</p>	
<p>Tidying the Cube This will take place on Saturday 18th August, from 2pm onwards, while the marking is being carried out at the Community shed.</p> <ul style="list-style-type: none"> Julie needs 3 x tables for Leominster in Bloom judging (they may be in the Cube). 	
<p>Diary Dates</p> <ul style="list-style-type: none"> Property marking – Saturday 18th August, from 2pm onwards, at the allotment Community shed. Members will use the opportunity to tidy the Cube while the marking is being carried out on that day. Harvest Supper – Friday 5th October, 7pm at Grange Court. Next LAA meeting – Wednesday 5th Sept, 7pm, at the Town Council Offices. 	
<p>Any Other Business</p> <ul style="list-style-type: none"> Allotment competitions - Bridget suggested that we hold allotment competitions e.g. prize vegetable competition (funniest, largest etc), with allotment members as judges. End of September seems favourable. Bridget will explore this idea. Allotment judge – Julie says that our allotment judge is still keen to continue. Signatory - Jane will remove Viv as a signatory, as she has stepped down. Committee members – as we are getting short of Committee members, please ask around to see if anyone would be interested in serving on the Committee. Community plot – As the plot requires maintenance by a community spirited allotment member and we are relying on the same people each time, Jane suggested turning it back into a rentable plot or mini beds. This idea will be explored and ideas brought to the next meeting 	<p>Bridget to action</p> <p>Jane to action</p> <p>All to note</p> <p>All to note</p>
<p>The next meeting will be held on Wednesday 5th September, 7pm, Town Council offices, Leominster. Please print a copy of the minutes for the meeting</p>	

Agenda for meeting, 5/9/2018

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| <ul style="list-style-type: none"> Approval of minutes Correspondence Matters arising from the previous minutes (unless item is already on the agenda) Site inspections, plots and site problems Property marking and Cube report | <ul style="list-style-type: none"> Memorial bench – inscription on plaque Harvest Supper - preparations Diary dates Any other business Date and venue of next meeting Close of meeting |
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Leominster Allotment Association meeting

Wednesday 5th September 2018, 7.00pm in the Town Council Offices, Corn Square, Leominster.

Committee members present: Gill Murdoch (Chair), J Lacey, I Wilkins.

Others present: J Debbage, K Price.

Apologies: J Braithwaite.

Minutes: Christine Conlon.

<p>Minutes from previous meeting, 4/7/2018 – approved.</p>	
<p>Correspondence 1. Christine received an email from a person interested in an allotment and this is now being dealt with by Julie Debbage. 2. The NSALG have reminded us about our membership renewal.</p>	
<p>Matters arising</p> <ul style="list-style-type: none"> • Website – Christine to add an extra page to the website for archived documents. • Gate lock – Julie now has the special gate lock oil and will oil the lock. The oil will be stored in the Community shed. 	<p>Christine to action Julie to action</p>
<p>Site inspections, plots and site problems The plots were inspected by Julie and Gill.</p> <ul style="list-style-type: none"> • Bonfire – As the plots were inspected in the morning, a bonfire was discovered, still smouldering from the night before. There were plastic bags very close to the fire. Julie will speak to the allotment holders concerned. • Plots – More plots have been let. There are 8 vacant plots (various sizes). • Possible free plots – two badly overgrown plots may be offered free, to ensure they are cultivated. A Decision is still to be made. • On-site leak – Julie’s investigations confirmed that it was only a drainage leak. • Compost bins – Plastic / inappropriate materials continued to be found in the compost bins. The council has decided that the bins are no longer available for plot holders to use. Plot holders will revert to composting on their own plots. • Rats –The pest controllers have the problem in hand. Thorough and professional in their pest control, they make every effort to avoid secondary poisoning of other wildlife e.g. birds. • Dog fouling at the allotments – Julie is putting up signs throughout Leominster, warning dog owners to clear up after their dogs, and will include the allotments. • Stand pipe in car park – The council has removed the water stand-pipe. • Allotment judging – the allotment judge is still assessing the plots. 	
<p>Property marking Held at the Community shed on Saturday 18th August, 2pm onwards. Some plot holders brought along items to be marked by Sue the local Police Officer. Cups of tea and home-made cakes were available and made it a social occasion. The Cube was not tidied out this time.</p>	
<p>Memorial bench Preparation of the memorial bench to John Moss, is a work in progress.</p>	

<p>Harvest Supper Preparations - Friday 5th October, 7pm at Grange Court.</p> <ul style="list-style-type: none"> • Those with Odd plot numbers, please provide a savoury dish. • Those with Even plot numbers, please provide a sweet dish. • Bring your own drink. • The room has been booked by Julie. The mayor will attend. • Christine will provide the picture quiz. Jane/Gill will do quiz too. • There will be a raffle, so please bring some raffle prizes. • Gill to design a poster and send it to Christine for distribution by email asap. • Christine to put the event on the website. Ian will put it on Facebook. • Ensure shield/cup are available. Check if certificates are to be printed. • Help will be needed to set up the room beforehand. • Bring tablets for the dishwasher. Tea towels. • Cathy and Jane to do the flowers for the tables. • Christine to ask about the 'thank you' gift for the allotment judge. 	<p>Action - various people</p>
<p>Diary Dates</p> <ul style="list-style-type: none"> • Harvest Supper – Friday 5th October, 7pm at Grange Court. • Next LAA meeting – Wednesday 7th November, 7pm. 	
<p>Any Other Business</p> <ul style="list-style-type: none"> • Magazine - Gill distributed copies of The Allotment Magazine at the meeting. • Members - Jane reported that we now have 51 members. • In-Bloom Awards – Julie will be attending the Leominster-in-Bloom awards. • 2019, In-Bloom theme – It was suggested that the allotments get involved in some way next year. Julie to get more details. Theme is children's books e.g. Secret Garden, Peter Rabbit (Mr McGregor's Garden). • Seed Swap – Decide if LAA participates in next Leominster seed swap. Last year it was just after the Hereford one, Julie had an information stall about the allotments. • Apple Fair – Decide if the LAA attend the Apple Fair. • Insurance – Jane to check if Shield will insure us or we may need to raise funds. • Committee members – as we are getting short of Committee members, Christine will advertise on the website. Being on the Committee can be time-limited if necessary. Ian to advertise on Facebook. 	<p>Jane to action Christine & Ian to action</p>
<p>The next meeting will be held on Wednesday 7th November, 7pm, Town Council offices, Leominster. Please print off and bring a copy of the minutes with you to the next meeting.</p>	

Agenda for meeting, 7/11/2018

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| <ul style="list-style-type: none"> • Approval of minutes • Correspondence • Matters arising from the last minutes • Harvest Supper and Awards report • Site inspections, plots and site problems | <ul style="list-style-type: none"> • Diary dates • Any other business • Date and venue of next meeting then close of meeting |
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Leominster Allotment Association meeting

Wednesday 7th November 2018, 7.00pm in the Town Council Offices, Corn Square, Leominster.

Committee members present: Gill Murdoch (Chair), J Lacey, I Wilkins.

Others present: D Arkell, J Debbage, K Marriott, E Meek, V Pearson.

Minutes: Christine Conlon.

Minutes from previous meeting, 5/9/2018 – approved.	Actions
<p>Correspondence</p> <p>1. Christine received an email enquiring about allotments - forwarded to J. Debbage.</p> <p>2. Confirmation of LAA membership/affiliation from NAS (NSALG), received.</p>	
<p>Matters Arising</p> <ul style="list-style-type: none"> • Website – Christine sorted the archive of Minutes and AGMs. Click on the year on the ‘Documents’ page http://leominsterallotments.org.uk/documents/ • Gate locks – Oiled. Julie will give the oil to Gill to store in the Community shed. 	
<p>Harvest Supper and Awards – Report</p> <p>Thanks went to the following people - and many others not mentioned here:</p> <ul style="list-style-type: none"> • Cathy and Jane - flowers on tables. • Christine and Gill for providing quizzes. Gill for designing the poster. • Providers of raffle prizes, including the Mayor. The raffle took £44. • All those who brought food for all to share. Once again, the food was excellent. <ul style="list-style-type: none"> • Julie to send award-winners list to Christine for website. • Julie will book the room at The Grange for Friday 4th October 2019. • Jane will contact the Allotment Judge and deliver a ‘Thank you’ gift. 	<p>Julie to action Julie to action Jane to action</p>
<p>Site inspections, plots and site problems</p> <p>The plots are inspected once a month – usually the first week of the month. The plots, water arrangements and perimeter are always checked.</p> <ul style="list-style-type: none"> • Gates closed – The inner gates have been closed to prevent the ground being churned by vehicles at this wet time of year. If access is required, contact Julie. • Equipment – Julie to contact Western Power re: equipment left at the allotments. • Water – Has been turned off, in time for winter. • Vacant plots – Just 4 plots are empty this time. • Possible free plots – Two overgrown plots might be offered free, for one year, to ensure they are cultivated. Contact J. Debbage, Town Council Offices for details. • Pest control – ‘Finds’ have slowed down, which shows an improving situation. • Hedges – Top and bottom hedges have been cut. • Compost Bins – The council is reclaiming its compost bin area, and taking down the bins. Julie will arrange for the area to be tidied up, when time allows. Compost from the site is to be piled up for allotment holders. Posts to be recycled, perhaps for mini-plots. • Locking the Gates - Christine will put a note on the website to remind people to lock themselves in and out of the allotments. 	<p>Christine to action</p>
<p>LAA Membership Fee discussion</p> <p>If the £7.50 LAA membership fee was incorporated into the annual rental, plotholders could opt in or opt out of paying it. Jane will check back in the documents to see what the previous discussions were about this issue.</p>	<p>Jane to action</p>

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, 10th 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 2nd 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 10th 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

Balance as at 31 March 2018 **£1,290.06**

Bank statement at 31 March 2018	£1,936.80
<u>less</u> cheques not <i>presented</i>	
<i>(Welsh Botanical Gardens trip, M&S Coaches)</i>	-£360.00
<i>(entrance fee to Welsh Botanical Gardens)</i>	-£132.00
<i>(insurance premium)</i>	-£154.74

Balance at bank **£1,290.06**

Income			Expenditure		Gain
Membership	£310.00	62 members	NSALG affiliation	-£180.00	£79.74
			Insurance	-£154.74	
			Admin	-£55.00	
Seed orders	£411.30		Seed orders	-£372.31	£38.99
Raffle at Harvest Supper	£37.00		Prizes for raffle	-£26.24	£10.76
Fun day on The Grange stall	£189.20		Donation to Leominster Festival	-£20.00	£169.20
Welsh Botanical Gardens trip	£494.00		Welsh Botanical Gardens trip costs	-£492.00	£2.00
Total	£1,441.50			-£1,300.29	
Overall change on the year 2017/18:					£141.21

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	-£127.58
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

Bridget 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 1st 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.