**Rowhedge Allotment Association**

**Minutes of meeting held Sunday 30th November 2014**

**Old Albion Pub, Rowhedge**

[www.rowlots.org.uk](http://www.rowlots.org.uk/)

**Present Apologies**

Paddy Adams (chair) Rob Watson

Anne Jones (Treasurer) Dave Palmer

Christian Langlois (Membership Secretary) Sally Jowers

Paul Warner Andy Randall

Vicky Helliwell Karen Clarke

Mal Greenleaf Carole Heddle

Laura Harvey Meg Prolingheuer

Joy Magna

Sue Houghton

Caroline Parkinson

**1. Matters Arising**

1.1 Website

Christian is in the process of updating the website. He has put the officers names on and is adding minutes of past meetings for reference. He will add documents as they are approved (including the new tenancy agreement). All documents to be retained in chronological order. Progress report at next meeting. Members are reminded to check the website regularly for updates.

**Action; CL and committee members.**

1.2 Communication

Vicky asked if policies and documents were reaching members with no email address. PA to ensure that this is happening.

**Action; P.A.**

**2. Financial Report**

2.1 Social

ALJ reported that the social had been a great success. Thanks to Jake Murrells for organising and Jake and Dave for doing the food, and to all the others who gave a hand with the preparation and clearing up. We made a loss on the evening, however, it had been intended as a seasonal celebration and not a fund-raiser.

2.2 Financial situation

Currently £2849 in the bank. PW noted that water usage was less than at the same time last year. Thanks to Paul for regularly monitoring our water consumption.

**3. Greenhouses**

Concerns were expressed by members after the storms earlier in the year with regard to the safety of greenhouses. Guidelines have been drafted and agreed. They are attached to these minutes and are on the website.

**4. Bonfires**

Several complaints have been received from both members and non-members about bonfires being burnt without consideration. A policy regarding bonfires has been drafted, agreed and is attached to this document and been placed on the website.

It is particularly important that bonfires are not left unattended, and plot holders are asked, if they see a bonfire which they know is unattended, to extinguish it.

**5. Tenancy Agreement**

The Tenancy Agreement has been updated and agreed. It will be effective between 1st February 2015 and 31st March 2016.

Please note that changes have been made to the document that was circulated before the meeting. The agreed version is attached. Please address any further queries or comments to one of the officers.

**6. Joint Tenancy**

The draft policy on joint tenancy was presented to the meeting and agreed. It is attached to these minutes and will appear on the website. CL to respond to a member enquiry about her status as a joint tenant.

**7. Payment of subscriptions 2015.**

The meeting for payment of subs and signing new tenancy agreements will be on **Sunday 18th January** between **6.00 and 9.00 p.m**. at **The Albion**. Please note that all parties to a joint tenancy will need to sign agreements individually.

Committee members will meet beforehand to arrange the processes for the evening. We will need 5 or 6 people to be available to ensure it runs smoothly.

**A.O.B.**

Padlock. It was noted that there had been several instances recently of the padlock left unscrambled and unsecured. We had a padlock stolen. A replacement padlock and chain costs about £100.

PW will place notices on site to remind people to secure and scramble the padlock.

**Action; PW**

**Note to members:**

*We have a simple protocol for gate security;*

*When you enter the site, please ensure that after you have opened the gate, you secure the chain with the padlock, lock it and scramble the combination.*

*When you leave the site, check whether there are any other vehicles on site. If you are the last vehicle to leave, then lock the gate. (This assumes you are in a vehicle. If you are on foot and the gate is open and there are no vehicles on site, please lock the gate).*

If there continue to be problems with this, the committee will consider the implementation of a surcharge to cover the cost of a new padlock if necessary, or moving to a key-lock system which will also involve a charge.

**Waiting list**

CL updated the committee re the waiting list and joint tenancy issues. He is in contact with all the people concerned.

Meeting closed 8.20 p.m.