

MINUTES – Meopham and District Allotment Association (MDAA)	
Date	3 rd December 2024, 19:30 – 21:30
Venue	Small Committee Room, Meopham Village Hall
Attendees	Mark Hill, David Aspinall, Rodney Buckland, Dominic Sullivan, Lizze Brooker, Rita Cook, Mitchell Whetstone

Item No.		Action
1	Welcome and Apologies MH opened the meeting and noted that apologies were received from Victoria Crone and Lindy Webster A dictionary of Committee members' initials is provided as a footnote.	
2	Draft Minutes of the 27th September 2024 meeting Agreed: The schedule of <i>Committee</i> meeting dates to be presented at the next meeting should include social events. Matters arising: There was some heated discussion about the <i>Bonfire Night</i> arrangements on 2nd November. RB referred the meeting to the Minutes of 27th September, which had just been agreed with one minor alteration. An inventory, to satisfy insurance cover requirements, has yet to be prepared. The annual H&S report has yet to be prepared. Speed limit signs have yet to be purchased and installed.	RB MH, DS MH, DS MH
3	Secretary's Report RB proposed the following <i>Committee</i> meeting dates on the following Tuesdays in 2025: - 4th February - 1st April - 3rd June - 5th August - 7th October - 2nd December	

	A cadence of six meeting per year has been agreed with the <i>Village Hall Manager</i>, but dates can be varied subject to availability of the <i>Small Committee Room</i>. It was further proposed that the annual Weed Walk and AGM should be held in June after the 3rd June <i>Committee</i> meeting. Agreed: An <i>Open Day</i> would be held on Saturday 12th July. EB offered to provide and staff a pop-up café – a huge success at a previous gathering. RB reported that he was in discussion with Roland Frost to see if a set of bespoke notice boards could be assembled and fitted as an alternative to products supplied by COKEREXPO. RB reported that the much-needed front gate apron work, which had been accepted by the <i>Parish Council</i> (MPC) as its responsibility, was still at the procurement stage. Agreed; RB to ask MPC for the work to be prioritised, along with consideration of front gate refurbishment and fencing between the allotment garden and the farmer's field. A meeting with MPC's <i>Environment and Amenities Committee</i> would be suggested. RB reported that Sandra Brazauskeite had proposed to host visits by primary school children to her plot. Agreed: Insurance cover constraints would need to be satisfied. It was considered unlikely that this was a viable proposition.	EB RB RB RB
4	Lettings Manager's Report MH announced that VC had resigned as <i>Lettings Manager</i> but had agreed to carry out her duties while a replacement is found. Noted: VC's tenure as <i>Lettings Manager</i> would be a hard act to follow.	RB
5	Treasurer's Report DA advised that the Association <i>Treasurer's Account</i> was being moved to a <i>Community Account</i> as of 14th January 2025. Agreed: Any annual plot renewal cheques received before 14th January would be paid in afterwards.	DA

	DA reported that a visit by our water supply provider – <i>Business Stream from Scottish Water</i> – would be arranged for February 2025. DA reported that a replacement (street) manhole cover for the water supply would cost about £600. An endorsement to our insurance policy concerning ponds was provided to RB.	DA DA
6	Health and Safety See item 2	
7	Tenancy Agreement The draft of <i>Rev 13</i> was reviewed. Several incremental improvements were identified.	RB/ EB
8	AOB It was noted that tyres had appeared on plot 15f and that MH had approached the plot holder, reminding him of the notices banning tyres on our notice boards. It was noted that orange ribbons had been fixed to trees, agreed as priorities for pollarding, felling and trimming tasks by the <i>Tree Surgery</i> sub-committee. Noted: RB to restart the process of showing potential contractors the tasks and inviting at least two to offer fixed price proposals. The meeting closed at 21:30	RB

Key-value pairs:

DA	David Aspinall	MH	Mark Hill
EB	Lizze Brooker	DS	Dom Sullivan
RB	Rodney Buckland	LW	Lindy Webster
RC	Rita Cook	MW	Mitchell Whetstone