

MINUTES – Meopham and District Allotments Association (MDAA)	
Chair: David Aspinall	
Date	21 st February 2022 from 20:30 to 21:45
Venue	Zoom
Attendees	Rodney Buckland, Mark Hill, David Aspinall, Robin Lee, Steve Shipway, Lindy Webster

Item No.		Action
1	Welcome and Apologies Mark Hill welcomed everyone to the meeting. Apologies were received from Tadek Lapper, acting Lettings Manager. A dictionary of initials is provided as a footnote. It was noted that the meeting started late due to the Zoom log-in link provided not being valid. In future, RB will test the link an hour before each meeting to avoid any further inconvenience.	
2	Minutes of previous meeting on 6th December 2021 The minutes of the previous meeting were approved without any amendments.	
3	Matters Arising RB reported that he visited the Hughes household the day before Peter and his wife were leaving for sunnier climes and presented them with a 'bottle of bubbly', which was gratefully received.	
4	Chair's Report MH noted that the main gate meshwork was falling into disrepair and that he would attempt some remedial work.	MH
5	Secretary's Report RB reported that he had been cleaning up <i>Plot Master</i> – the master record of plot holders' details and plot assignments. It was agreed that the secretary should hold the master copy of <i>Plot Master</i> and provide reference copies to the Treasurer and Lettings Manager et al from time to time. A steady flow of applications for plots were being received via the website enquiry page and were being passed on to Tadek Lapper.	

	A report on plot re-assignments would be requested for the next committee meeting. RB noted that the manure pile was almost depleted. It was agreed that a re-supply would be sought from the usual supplier. RB reported that a group from the <i>Meopham U3A BeeWatch Network</i> was expecting to continue observations once a month from March and that he would be in regular attendance to open and close the front gate.	RB RB RB
6	Treasurer's Report DA reported that the accounts had been prepared and would be audited.	DA
7	Lettings Manager's Report It was agreed that this would be on the agenda for the next meeting.	RB
8	Webmaster's Report RB reported that he was hoping to replace our relatively expensive Weebly ISP with a British alternative before the next annual subscription was due.	RB
9	Maintenance As regular water meter readings over the winter months gave no indication of any leaks, it was agreed that no further testing was needed in the foreseeable future.	
10	Health and Safety No specific items were raised	
11	AOB and Next Meeting A target date of 7th March was set for the next committee meeting. There being no further business, the meeting was closed at 21:45	RB

Key:

DA	David Aspinall
RB	Rodney Buckland
MH	Mark Hill
RL	Robin Lee
SS	Steve Shipway
LW	Lindy Webster