

DRAFT MINUTES – Meopham and District Allotment Association (MDAA)	
Date	21 st February 2023, 19:30 – 20:30
Venue	Small Committee Room, Meopham Village Hall
Attendees	Mark Hill, David Aspinall, Rodney Buckland, Dom Sullivan, Lindy Webster, Lizze Brooker, Victoria Crone

Item No.		Action
1	Welcome, Apologies and Chairman's Report Mark Hill opened the meeting. Victoria Crone, our new Lettings Manager, was warmly welcomed to her first meeting. Apologies were received from Robin Lee. It was noted that Robin Lee would have to resign from the Committee as he is no longer a plot holder. Action: RB to thank Robin for his many years of service to the Committee. MH reported that long-time plot holder Bob Mackey passed away on 28th January while on site and that condolences had been sent his wife. A dictionary of Committee members' initials is provided as a footnote.	RB
2	Draft Minutes of the 10th January 2023 meeting No corrections to the Minutes of the meeting were proposed.	
3	Secretary's Report RB reported that Colin Coomber (6E) had requested permission to install a polytunnel on his plot. Action: RB to inform Colin that a polytunnel up to 6m x 2m x 2m can be installed. RB reported that he had found a tree surgeon willing to take on a number of tasks requested by plot holders.	RB

	Action: RB to inform Meopham Parish Council of the proposed work and to consider competitive bidding. RB RB handed over various documents to VC to enable her early attention to the task of allocating vacant plots to applicants. VC It was agreed that VC should have a separate email address for plot lettings communications: lettings.mdaa@gmail.com, if available. RB Action: An up-to-date version of <i>Committee Coordinates</i> will be compiled and issued. RB	
4	Treasurer's Report DA reported that the Association had too much money in the bank and that we should consider a programme or works to be carried out in 2023. DA recommended that there should be no increase in plot rental fees for 2024. DA reported that the Association has a comprehensive insurance policy and that he will write an article for a future newsletter informing plot holders of the wide coverage available. DA confirmed that he had not received any cash or cheques collected by the previous Lettings Manager since he was appointed in early 2022 and that this would create difficulties in getting the accounts audited for the Association's AGM. Action: MH to contact the previous Lettings Manager to demand a full account of rental fees received and transfer of cash and cheques to the Treasurer. DA MH	
5	Maintenance It was agreed that a Maintenance Operating Fund of £200.00 would be provided to David Brown if he is in agreement. RB, DA	
6	Health and Safety Question: do ambulances have FB1 keys as standard issue? Action: RB to approach Gravesend Ambulance Station for an answer. RB	

7	AOB DA will compile a list of non-payers of the 2023 plot rental fees around mid-March for RB to issue. DS offered to consider options for central roadway improvement and likely costs. It was confirmed that bee hives are not allowed to be installed by plot holders.	DA, RB DS
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Key:

DA David Aspinall
RB Rodney Buckland
MH Mark Hill
VC Victoria Crone

LW Lindy Webster
EB Lizze Brooker
DS Dom Sullivan