

Minutes of the Gander Green Allotment Committee Annual General Meeting - Sunday 10 December 2017

Those Present: Gordon Taylor
Raymond Bradley
Alan LeConte
Joe Ambrosano
Joseph Jesus (absent)
Norman
Lisa

Karen Bell
Diane Rowsome
Chris Rowsome
Sarah
Anthea Schmid
Ron Drinkwater

1 Welcome by Chairman

The meeting was opened by the chairman who thanked the committee for their hard work throughout what has been a brilliant year.

2 Election of Committee Members

There was a discussion held regarding the re-election of committee members as there had been insufficient notice of this meeting to **all** plot holders. Emails had been sent but Norman pointed out that not all plot holders have an email address and were therefore not aware of the meeting.

It was therefore decided to hold an Extra Ordinary meeting on **Sunday 28th January 2018 at 11.30am** and the election of committee members will take place at that meeting. Until this time the current committee members agreed to carry on in their roles.

Posters advising the date of this meeting will be put up on all site gates, in the car park notice board and on the front of the trading hut. Another email will be sent as well.

Actions

Posters about the meeting – Gordon to produce, Chris and Di to put around the site. Pictures of posters on facebook page.

Email to all plot holders about meeting - Karen

3 Treasurers Report

Due to illness over the last year, the Treasurer had not been able to visit the site or shop regularly and therefore could only report on the accounts. The Treasurer reported that there was an overall profit of £551 but a trading loss in the shop of £239. The various reasons for the trading loss in the shop were discussed; there was a trading loss on potato and onions sales this year, possible incorrect weighing of goods, some prices in shop were incorrect, historical over ordering of products (found 14 bags of weed, lawn feeder!) Also stock taking has historically been miscalculated – all of these issues go back to pre-the current trading secretary who has also not had on-going training because the Treasurer has been sick. There have also been multiple people running the shop without proper training.

In order to rectify the situation the Treasurer and Trading Secretary have instituted a new system of training, calculating and selling in the shop and the committee were invited to let them know of any further suggestions

The rest of the accounts were gone through and the chairman thanked the Treasurer for his services.

Actions

Treasurer and Trading Secretary to implement new systems for the trading hut - training etc.

Full Stock take and repricing of goods to be undertaken

4 Site Representatives Report

The site representative reported that the new management company Id Verde were sending out the invoices to plot holders by email. She had contacted them requesting they send paper invoices as requested by a number of plot holders who do not have email access.

To be helpful it was suggested that the committee could produce posters informing plot holders about the way Id Verde invoice and how to the invoice by card (Plot holders should telephone 020 3876 8812/13/14/11 to make a card payment).

It was also suggested that on the Allotment Membership cards the allotment website page, facebook page, Site Rep's email address and contact details for Id Verde are printed on them.

The Site Representative had sent Id Verde a list of NCO's but these were not acted on and all NCO's have kept their plots. She has now been requested to take photographs and then re-photograph 21 days later - hopefully the plots will improve. It was noted that the site rep doesn't make the decision on NCO's – they are reported to Id Verde who ultimately make the decision.

The Site Rep had also contacted Id Verde about flooding issues on the site and there were a few other issues still not resolved. The Site Rep was requested by the committee to request a written copy of the Service Level Agreement from Id Verde.

Chairman thanked the Site Representative for her services.

Actions

Posters about the invoices - Gordon

SLA from Id Verde – Anthea

Membership Cards updated – Karen

5 Trading Secretary's Report

Please refer to the Treasurers report for the financial details. This year has been quite a tough year for the shop trade wise, and the Trading Secretary has been on a very steep learning curve with much more still to learn. The Trading Secretary reported that the new products such as chicken pellets have sold well, while the more traditional items have declined sales wise. In order to move forward the staffing and the stock held in the shop needs to be looked into - including a sale of stock no longer required, repricing of current stock and training of all volunteers in the shop.

The Trading Secretary thanked all those who have assisted in the shop, in receiving deliveries and helping out with the tidy up that the shop undoubtedly needed over the last few weeks.

6. Events Secretary Report

Please refer to the Treasurers report for the financial details. This year has seen improved turnouts. Everyone that attended said they enjoyed the events. However the Events Secretary said she would still like to see more than just the 'regular' participants turning up. The raffle that took place at this year's Veg show was a great success (even though it went on a bit long) and a big thank you to everyone that donated prizes. Also thanks to all who supported the events by turning up and a special thank you to all that donated food and their time to help.

5 Dates of future meetings and events

These will be decided at the Extra Ordinary Meeting on 28th January 2018 at 11.30am.

The Meeting closed at 12.30pm