

# St Thomas Allotment Association



## ADOPTED MINUTES

### COMMITTEE MEETING 3 : Tuesday June 4th 2019

(closed meeting)

7.30pm @Veg Box Meeting Space, Guys & Hylton Allotments, Exeter

1. **Attendance: Committee** [quorum pres.] **Officers: Rex Harris** (Chair) | **Alison Walker** (Vice-Chair) | **David Solman** (Sec.) | **Gerald Tallamy** (TradingMngr. & Local Allotment Mngr., Hylton). **Local Allotment Managers: Sue Therrian** (Pinces) | **Richard Brownbridge** (Local Allotment Mngr., Clapperbrook) | **Angela R.**, Regent St Allotments. **Local Allotment Officers/Reps:** | **Ron Blakey**, Cowick Lane Allotments. **Apologies:** Fiona Keevil (Treas.) | Ruth O'Neale (Web & Data Mngr.) | John Butler, Cowick La. Allotments | Rob Shields, Rackfields Allotments | Rodney Lascelles-Smith (G&H).

2. **Previous Minutes.** The committee agreed the minutes from 2nd April as circulated.

### 3. **Matters Arising**

The Secretary stated he would send round a note listing outstanding actions from previous minutes, if any. Angela reported that, working with Ron B. they had found the notice-board for Regent St Allotments.

4. **Secretary's Mtg Notes.** Circulated to assist the mtg.

### 5. **a) AGM Organisation**

Options outlined in the Secretary's Meeting Notes, which were circulated.

The mtg discussed the two amendments agreed at the previous to go forward to the AGM to update the constitution and options for election protocols. Members favoured varying the current approach (open call) every third year, beginning with this year, to require confirmation of standing, proposer and seconder for all of the electable positions.

*Resolved 1: The Committee agreed to make available, on or by Sept. 1st, a poster or advert for each site about the Nov. AGM which will invite member's contributions to the general meeting agenda by 1st Oct.*

*Resolved 2: Members wishing to apply for any of the electable positions will need to notify the Secretary of their intention to stand as will their proposer and seconder (by email, or by hand via one of the Trading Shed staff, on or by 1st Oct.).*

### **b) Other Management Matters**

Detailed in the Secretary's Meeting Notes, which were circulated. The Secretary had received technical print advice from Gerald T. about ensuring the design of the proposed membership leaflet was ready for printing.

Resolved 3: The Committee agreed to trial the membership scheme for Rackfields Allotments and for any new lettings at all allotment sites; the Secretary to first amend the membership leaflet to add Regent St. Allotments and have it printed.

**c) Annual Show**

Alison reported the Association had been awarded a grant of £300; the committee noted this should be acknowledged in promotional material where/when possible. The committee agreed that Alison/Show-sub-cttee need not complete a STAA project form.

Gerald T. advised that Margaret has considerable knowledge about organising the Show's raffle prizes and may know who has the raffle tickets.

Ron B. thought Becky would likely be key person for Alison to speak with to find out more (she may know people who would give out the prizes e.g. the vicar, and may currently be organising judges). He recalled that someone would have the plates/papers the Association normally uses for each display of produce/flowers.

Gerald T. explained that a group of members were usually available to make teas and this could be followed-up by the Show-sub-cttee.

Alison expressed surprise that many plot-holders she had spoken to were still unaware an Annual Show was being planned for July - despite the circulation of adverts to notice-boards. Whilst Angela had spoken to her plot-holders directly and Alison had spoken to Heidi at G&H, it was uncertain how many Let&Check Officers were mentioning the show when they talked with their plot-holders.

To help promote the Show, Alison is on the ECC allotments Facebook group and will liaise with Ruth about such media; it was thought that 'Exeter One' might take an advert.

The committee discussed whether the church hall could be made available earlier to give more time to set-up (this then to be amended in the Show Leaflet which has a discrepancy).

Resolved 4: The Committee agreed there is no need for Alison/Show-sub-cttee to sell advertising space in the show brochure to local shops/businesses; instead to ask shops to display posters and liaise further with Ruth re Facebook opportunities.

Resolved 5: Alison to liaise with Ron B. (who will speak to Margaret about her knowledge of Show raffles, and ask Becky to update/brief Alison).

Resolved 6: All Let&Check officers to speak to plot-holders on their sites to 'spread the word' about the Show.

Resolved 7: Alison/Show-sub-cttee to ask if the Church Hall could be made available earlier to give more time for set-up.

Resolved 8: Alison/Show-sub-cttee to acknowledge grant-aid in the Show brochure; and where possible when updating publicity or issuing new promotional material.

**6 a) Community Poly-tunnel Update**

As reported in the Secretary's Meeting Notes, which were circulated (along with a 1pp photo-report prepared by Gerald T).

Gerald T. reported that his application to Exeter Chiefs had been successful; they had awarded STAA a grant of £1,600 towards the Community Poly-tunnel refurbishment - to be acknowledged on an updated version of the photo-report for circulation and the website.

**b) Trading Shed Update**

Gerald T. reported the the pattern of sales was different from the previous year; the Trading Sheds had sold out of 6x organic fertiliser/compost but stocks of shallots and garlic were likely to remain unsold. He intends to stock only the Autumn garlic. Gerald T next year.

Gerald T. gave notice of his intention to leave as Trading Shed Manager in a year's time (31st May 2020), having completed about 10 years. He would like to hand-over well before then to familiarise the new Manager will the ordering/computer systems etc. Ideally, the next Manager should come from Cowick or G&H since this is where the Trading Sheds are based.

Resolved 9: The Secretary to liaise with Gerald T. to put together an advert for a new Trading Manager and progress this as an item on future committee agendas until the post is filled.

Resolved 10: Gerald T. to update the Community Poly-tunnel photo-report to acknowledge grant-aid.

**7/8. Update on Website & Finance Update**

As reported in the circulated Secretary's Meeting Notes(information provided by Fiona & Ruth O'N).

**9. DoNM**

- **Joint STAA Committee Meeting & Show Sub-committee meeting** (special meeting to plan the Annual Show): **Wed 10th July 7.30pm @Veg Box Shed, G&H**
- **STAA Annual Show, 27th July 2019 @ St Thomas' Hall 1.30-5PM**

David Solman, Secretary @ [staacommittee@yahoo.com](mailto:staacommittee@yahoo.com)

Committee signed: *R Harris CHAIR*

dated: *3/9/19 -*