

BISHOP'S WALTHAM GARDENING CLUB
MINUTES OF MEETING HELD 15th AUGUST 2022 7.30pm at the Shed

Present: Chris Curtis (CC), Gill Hamill (GH), Anthea Mabey (AM), Larry Mabey (LM), Nicole Jones (NJ), Sue Curtis (SC), Kate Cassell (KC), William Heaps (WH) – Chair
Also present for Item 2 – Colin Carter Show Organiser
Also present as prospective Trustee Maewyn Cumming (MC)

1. **Apologies:** Liz McClymont (LMc), Gill Cooper (GC), Annie Lowe (AL)
2. **Summer Show**
 1. Generally a positive response, some criticisms. Low number of attendees but has re-introduced the Show to people for next year.
 2. Need more printed programmes available – go for 200 + website + 100 separate entry forms. Need a central location at which to leave entry forms – Pearsons Estate Agents (main sponsor) have offered to have one in their office
 3. Cease recruiting advertisers and reduce size of brochures. Schedule needs review in places.
 4. Need a designated publicity person and more posters and local advertising
 5. 2023 booked with Jubilee Hall for 15/07/2023 to include cleaning up service. 50% deposit needed to secure booking but refundable to 14 days before event.
 6. Need a Show team – AM and KC will join and Colin Carter has others he will ask. Also hopes Gill Stainer will continue to organise refreshments and write entry cards.
 7. Need a theme to reflect 65th year
 8. Trophy winners told when need to return for engraving + cleaning reminder
 9. Order of events – change to put raffle last to keep people there, present prizes while items still on tables?
 10. Stewards notes to be revised as some looked at names on cards – not permitted
 11. C. Carter will organise 2023 Show but not 2024 – needs a shadow in 2023
 12. Computerised list of entrants needs review as does not match membership list (CC).
3. **Minutes of the last meeting:**
Approved and signed
4. **Finance:**

£22643 in bank – payments up-coming are Trustee Indemnity Insurance (@£3-400), allotment lease renewal, outstanding Trustee claims, large shop purchase order
Lloyds Bank branch closure from January 2023 could affect frequency of cash depositing – no certainty yet that PO will take on task.
Electricity – currently on fixed rate of @£13/month to August 2023, likely to triple at that point assuming current price inflation continues, with possible implications for allotment fees.
Summer Show – just broke even, engraving costs will be in next financial year.
5. **Membership:**
338 members.
Documents for next year's membership being prepared, not re-sending Tenancy Agreement

6. **Trading:**

LM – July takings about £255. Using new supplier for garlic (Isle of Wight Garlic Farm)
People are coming into shop more and seeing greater range of items for sale.

7. **Allotments:**

AM – 14 people on waiting list. Will allocate plots when weather more suitable.

Allotment Inspection outcomes – all 10 deemed insufficiently cultivated etc are now satisfactorily resolved. One where some clearance needed has wasps nest – plot holder will be contacted with solution **SC**

Dispute process (internal document) developed by CC and SC in case needed – **SC** to distribute to Trustees

Service dogs – SC amended Tenancy Agreement to cover. No update from LMc or plot holder on likely service dog.

8. **Allotment Roadway/Fencing/Footpath construction:**

SC – no response to emails sent to Cricket Club and Parish Council on 21st July re proposals for lower field access. Will chase - **SC**

LM/KC – interjected in meeting between Parish Council, Crest Nicholson and Cricket Club re road surface outside Shed and explained proposal re cricket club track and fencing/gates to PC. Road surface to be levelled by Crest.

9. **Health & Safety:**

WH and AM to conducted review of allotments and generally satisfactory with a few minor issues such as fruit trees overhanging paths and plot holders will be contacted. Posters now in place and risk assessments / policies complete.

Shop volunteer notes to be updated on safety issues - **WH**

LM – Post knocker in store needs securing- **WH**

Need Parish Council inspection regime for allotment boundary trees – **SC**

10. **Monthly Programme:**

NJ – next meeting 28th September – she cannot be present so GC will need assistance from 6.30pm.

AL booking 2023 speakers.

11. **Social Programme:**

BBQ – in process

12. **Publicity / Social Media:**

No reports

13. **Community Orchard / Butterfly Garden:**

Orchard – plots all cultivated , wiring round trees to come down in autumn

Butterfly Garden – SC still waiting for Parish Council to install new sleepers, likely to be autumn

14. **Future Trustee Situation:**

SC presented following information:

1. Welcome to Maewyn Cumming, to be co-opted as Trustee

2. Correspondence from Gill Cooper stating she will retire as Chairperson in January 2023. Will stay on as Trustee if there is a suitable role for her.

3. CC will retire as Treasurer and Membership Secretary in Sept/Oct 2023 at end of financial / membership year. Will stay as Trustee to Jan 2024 to assist transition to new incumbent(s).

Would like someone to take over website in 2023 also.

4. SC retires as Secretary in Jan 2023 as previously stated, unless someone steps up as Secretary sooner. Will manage Membership jointly with CC until Sep/Oct 2023 and assist with handover to Jan 2024 when ceases to be a Trustee.

SC suggested that a role for GC could be to manage the Charitable Remit – admin. Of Charity Commission records (currently done by CC), liaison with Butterfly Garden and Orchard leaders, local events, student sponsorship.

In summary the following will be needed, assuming GC takes on Charitable Remit:

Jan 2023 – Chairperson

Jan 2023 or before – Secretary

By Oct 2023 – website / tech person

Oct 2023 – Treasurer

Oct 2023 – Membership Secretary

MC said her husband might be interested in becoming a Trustee.

WH suggested that all Trustees be sent copies of role descriptions to peruse and consider - **SC**

15. **Matters arising not on the Agenda:**

1. BWGC Recipe Book – NJ has received 4 entries so far. Member C Beardshaw has experience of layout etc of similar booklets and may assist.

2. St Peters Church Fayre – SC – agreed do similar to last year's bulb planting. SC will purchase bulbs, MC has some to contribute. Compost from Shed. **SC** will ask **LMC** to send out request for pots, lollipop sticks, helpers.

3. LM – bridge between 2 fields will be completed when weather cooler.

16. **Correspondence:**

1. CC – members (about 6) without internet / email not receiving information re speakers. Need to ensure annual leaflet is delivered to them and posters are put around town each month – also attracts non-members and part of charitable outreach.

17. **AOB:**

1. AM – Men's Shed are restoring outside notice board

2. MC – could **AL** chase supply of bark chippings?

3. LM/WH – Bring and Take table at Shed quite popular, could extend to cover holidays

4. LM – consider buying hedge trimmers to keep tidy apart from main annual cut

5. MC – wildlife pond – needs excavating and liner purchase – could employ gravedigger. Needs water feed – use large tanks (currently behind Shed) + hose

6. KC size of fruit trees on plots – See H & S Item 9

7. MC – get Men's Shed to make plot numbers

Meeting Closed: 21.25

Next Meeting: Monday 19th September 2022 at The Shed

Actions agreed at this/previous meetings to carry forward: