

Agreed HAA Committee Meeting Minutes 13 March 2023

PRESENT: Don Adams (DA); Rita Drobner (RD); Dan Hackett (DH); Hinchee Hung (HH); Sally Jones (SJones); Geoff Kembell-Cook (GKC); Hilary Laurie (HL)

HL chairing

RD taking notes

1. Apologies

Sara Jolly (SJolly); Ann Lloyd (AL), Maggy Meade-King (MMK)

2. Approval of Minutes of Committee Meeting of the 30 January 2023

The minutes were approved with the following corrections and amendments:

Item 3

2nd line (Defibrillator) replace "SJolly" with "SJones"

Action: Replace "SJones will investigate the above matters further" with "SJones will circulate a proposal for the purchase of the defibrillator and committee members will vote by email."

Item 5

Add the following paragraph at the end of the Site-Secretary Report:

"Plot Shading through Cypressa leylandii from private grounds adjacent to HAA: a plot holder has emailed Haringey Council regarding the tall trees shading their plot without result. The committee agreed to approach the householder on behalf of the tenants affected.

ACTION: GKC to write to the Leylandii neighbour

Item 12

Add to the action sentence, so that it reads:

"ACTION: DA, DH, SJones, GKC and MMK will form the advisory group, so that the group can tackle tenancy issues. GKC to inform March meeting of tenancy issues. GKC to inform tenants about inspections and encourage tenants to take cultivation and pruning seriously"

ACTION: GKC to post the amended version of the 30 January minutes on the HAA Noticeboard and HAA website

3. Matters Arising from 30 January 2023 Committee Meeting

Defibrillator

AGREED: Purchase the fully automated AED in the region of £1000 to £1300 and build the housing box at a cost of around £100 when the specific model of defibrillator is received.

ACTION: SJones will place the order and forward the invoice to HH. HH to create the necessary housing box.

Finance item on Gross Margins (Item 7.b): is on today's agenda.

Upcoming AGM (Item 11.):

AGREED: No training on CPR or the defibrillator will take place. Instead CPR and the defibrillator would be promoted at the AGM with information on appropriate training links.

AOB (Item 12. c) **Facebook Account:** Handing over the administration of a Facebook account is not straightforward, ongoing.

4. AGM on 18 March 2023: 2-4pm

Reports will be posted on the HAA website. Nominations have been received for MMK, SJones, RD, SJolly, HH, AL, MH, DH, GKC. HL is not standing again. With one vacancy remaining, elections are not required.

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AGREED: Follow format of previous AGMs, where reports are available in advance on the website. Some printed copies will be tabled on the day. Keep business part short to allow discussion and socialising.

ACTION: Committee members to forward their reports to GKC by Wednesday for posting on the website. MMK to bring refreshments. DH to prepare seasonal cultivation information and lead on a 'Gardener's Question Time'-style session.

5. Shed Shop

The shop has been busy, with the pick-up of potato orders going well. Many thanks to new people helping in the shop. The guidance to shop volunteers should be updated on how to tally up all sales, whether by phone or in cash, and how to forward the tally to the treasurer, in addition to recording transactions in the ledger.

ACTION: HH to update the shop guidance.

6. Site Secretary Report (GKC)

Haringey Invoicing Errors

GKC kept plotholders informed on the unexpected problems with missing and erroneous invoicing. As per emails, the main message is to reassure plot holders that the invoice errors should not lead to problems with the tenure.

GKC is compiling a list of the affected parties.

Plane Trees

Haringey lifted the crowns on the plane trees. A bit more wood was taken out on the Yeatman Rd side where most of the shade is cast.

7. Lettings (GKC)

Lettings are busy at this time of year, around 10 plots are being processed.

8. Finance and Banking Report

The draft PROFIT AND LOSS STATEMENT FOR 2022 received from HH with thanks.

As an exception, an accrual has been made on two items of income and expenditure.

HH will remind all tenants at AGM to pay into HAA bank account and not GKC's personal account.

9. Probationers (DH)

DH is not often approached for advice by new plot holders.

AGREED: DH will publicise his telephone number to probationers and re-iterate at the AGM the invitation for any plot holders to approach him.

10. Equipment Hire Report (HH, RD)

Equipment Hire

A few bookings were being taken. As with the sales, it is important to invoice and tally all hires for HH. Thanks to GKC and DH for getting the small chipper working again.

The Tool Sharpening Workshop was popular despite being a cold day on Sunday 5 February.

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11. Biodiversity Initiatives: Community Orchard and Wildlife Pond

RD reported that the small pond area in the orchard is complete. Rain capture from shed roof to follow. The downpipe from the west side of the shop to be relocated to make way for the future defibrillator box

Agreed: Any small items required for the change in guttering can be paid for by HAA and invoices emailed to HH. This should be only a few pounds, for example for a rainwater diverter.

12. Any Other Business

a) Mail Chimp administration – HL has been administering changes in Mail Chimp email addresses, but as she is leaving the committee MMK or another committee member should step in. Thanks to HL for continuing until handover.

AGREED: to discuss at next meeting

b) Enlarging the horse manure storage area

This would help with economy of scale, cut the deliveries and delivery charges by half.

AGREED: Enlarging the manure area into the access path towards plot Q1A is preferable to taking a chunk out of the communal picnic area. The access path to plot Q1A will move at least one metre to the right.

ACTION: DH and RD to organise a work party

c) Water Points

HH proposed the installation of an additional waterpoint to service the Y1-4 plots which currently all queue at the tap on the corner of O1A. It could help if the water point at R1B/S1B could get a dipping tank to relieve the demand on O1A. The provision of a dipping tank near the school's plot would also help.

AGREED: to discuss at next meeting

13. Future Dates for Meetings

Next Committee Meeting is on Wednesday 5th April – at 2.00pm in the Shop

The new committee will set the future dates.

14. Chair of Next Meeting: HH