

## **Agreed Minutes of HAA Committee Meeting Saturday 6 August 2022**

**Committee:** Don Adams (DA); Rita Drobner (RD); Dan Hackett (DH); Hinchee Hung (HH); Sara Jolly (SJolly); Sally Jones (SJones); Geoff Kembell-Cook (GKC); Hilary Laurie (HL); Ann Lloyd (AL); Maggy Meade-King (MMK)

**Meeting Chair:** HH

**Note-taker:** AL

### **1. Welcome to Members Present (including Co-optees)**

Welcome was extended to our Honorary Chairman, Jim Greenhill, who joined the meeting as an observer.

**Apologies were received from:** Rita Drobner, Dan Hackett

### **2. Approval of Minutes of 12 June Committee Meeting.**

No objections were reported and 12 June Minutes were approved.

### **3. Matters Arising from Committee Meeting of 12 June 2022**

**a) Probation Helper:** A tenant has declined an invitation to be on the Committee but is happy to assist in this role.

**b) Equipment Subcommittee:**

DH and HH to seek the help of GKC in creating a schedule to cover equipment hiring and usage. RD, HH and GKC have agreed on a date to skill share and follow this up.

**c) Defibrillator**

**ACTION:** SJolly and SJones will research the options and report back to the Committee.

**d) Biochar/Permaculture Newsletter (DH)**

**ACTION:** To be researched further in order to have something ready to circulate to tenants in October.

### **4. New and Existing Committee Posts/Roles**

**Site Secretary:** GKC happy to carry on with the central role of this post but not indefinitely with all current fringe jobs. He would prefer to divest his work of equipment hire and selling/delivering items from the shop.

**Shed Shop:**

SJolly is happy to continue in this role. It was suggested that email requests for Shed orders, currently being handled by Geoff, should be redirected elsewhere on the Committee.

**Committee Secretary/Minutes Secretary/Note-Taker:**

AL has kindly agreed to take notes at Committee meetings and create draft Minutes. GKC wishes to hand over distribution of committee documents at some future point.

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**Probationer Support:** to be discussed when DH is present.

**Lettings:**

MMK is happy to carry on with this and SJones is likewise pleased to explore the role of **Lettings Assistant**.

**Treasurer:**

HH has currently taken this over and is happy to continue.

**Property Support and Maintenance & Equipment Repairs etc**

*see under **Any Other Business***

**Committee Chair:**

Agreed this should continue to be a rolling post from meeting to meeting.

### **5. Approval of Minutes of 7 July Annual General Meeting.**

No objections were reported and 7 July Minutes were approved.

### **6. Matters Arising from AGM of 7 July 2022**

**a) Communal Beds for Ex-tenants**

We discussed the fact that, for people finding plot-care difficult, a considerable amount of help from committee members and plot neighbours already existed. In addition, plot-holders are encouraged to invite family and friends to assist them, for whom access to the Allotment Site is permitted under the Co-Worker scheme.

A suggestion was made that such plot-assistance could be provided by people awaiting plots who could gain experience this way. However, this poses many problems, including security issues, and it was confirmed that any such help must be sought by the plot-owners themselves.

Finally it was clarified that tenants may move to smaller plots on site, and we do have a small number of 2-pole plots.

**b) Non-petrol-powered hire equipment**

The possibility of buying, and providing for hire, lighter strimmers (battery-powered) and/or manual push mowers was discussed.

**ACTION:** research on the costs and usefulness of both to be explored by GKC.

**c) Communal work day**

None currently planned-

**d) Gate Padlock/Keys**

Difficulties with operation of the current gate keys/padlocks were discussed at length. It was unanimously decided not to change the current system. Possible options for a change of padlock will be kept under review.

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### **f) Skip Hire**

Past experience has shown this to constitute a great deal of work over at least two days for those volunteering to help arrange it because almost round-the-clock staffing is needed to collect payments and prevent people adding household waste to what should only be genuine allotment rubbish: in addition early morning delivery and pickup have to be staffed – and there is now no obvious place to site a skip. No skips, therefore, are currently planned: Man-with-Van efforts have worked well recently and this is the suggested alternative for tenants

### **7. Shed Shop Report (SJolly)**

SJolly is happy to continue with the running of the Shed Shop with assistance from SJones.

A system whereby tenants might be able to call available on-site shop volunteers out of scheduled Shop hours was suggested: this will be discussed further.

An additional midweek opening time (Wednesday 12-2pm) for the shop was suggested. DA offered to be available for shifts of 12noon-2pm on Wednesdays for which SJones has also offered her assistance.

**ACTION:** GKC to email tenants canvassing rota help for Wednesday opening.

**ACTION:** GKC, SJolly and SJones to discuss future operation and possible regular opening times including Wednesdays 12-2pm.

SJolly and GKC reported that the first two days of the Shop's reopening had earned approx £200.

### **8. Site Secretary Report (GKC) (report circulated)**

#### **Waiting List**

GKC confirmed that he is the person to whom all emails come, so Waiting-list enquiries come to him. Although the list is currently closed, he still takes care of processing the Waiting List – i.e. as and when plots become available and new plot-holders take over. He also handles the Tenants List/Spreadsheet.

#### **Financial Assistance from Haringey re Site Maintenance**

At the recent AGM, GKC mentioned that financial assistance for such projects as the lifting of the plane trees on the East side of the property would not be forthcoming as this would not count as necessary work – not a priority.

GKC will, however, pursue Haringey about the condition of the circular lane around the central area of the Allotment Site as this is showing deterioration in places. No action while we await the Haringey officer's next visit.

*For all other items see GKC Report for the HAA Meeting of 06/08/22*

### **9. Lettings Report (MMK)**

Currently there are 7 Probationers. There are usually a couple of plot turnovers a month.

### **10 Probationers/Newsletter (DH)**

DH had given apologies for the meeting.

### **11. Any Other Business**

#### **Mailchimp Newsletters**

MMK offered to put together a Mailchimp newsletter in October.

**ACTION:** all to consider items for inclusion: e.g. environment/biochar; rubbish disposal via Man-with-Van

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### **HAA Facebook Group**

**ACTION:** GKC to contact tenant who set up new group asking for admin credentials, to pass to SJones who may take on the admin.

### **HAA Website**

GKC currently maintains this and HH offered to be trained up.

**ACTION:** GKC to train HH in editing of the website.

### **Site Maintenance and Equipment Repair**

This involves being aware of, and implementing the care/repair of the infrastructure of the HAA site – mostly ‘small-scale stuff’ such as plumbing issues: and carrying out maintenance and repair of hire equipment.

DA is willing to assist GKC with these tasks.

## **12. Proposed Dates for Meetings in Coming Year**

Next Committee Meeting to be Wednesday 28 September, 2-4pm at the Shed Shop.

**ACTION:** revised meeting dates for the coming year to be confirmed in advance so they are in everyone's diaries.

Next AGM suggested to be 2.30pm Saturday 18 March 2023 at Highgate Primary School.

## **13. Chair of Next Committee Meeting**

SJones agreed to act as Chair.