

HAA Committee Meeting, Sunday 12 June 2022: Agreed Minutes

Held at the HAA picnic area.

1. Welcome /Present/Apologies:

Apologies from Dan Hackett (DH)

Maggy Meade-King (MMK) Chair

Don Adams (DA)

Hinchee Hung (HH)

Geoff Kemball-Cook (GKC)

Sara Jolly (SJ)

Hilary Laurie (HL) Note-Taker

2. Minutes of meeting of 5 December 2021: these were approved with amendments to items 7 and 10.

3. Committee Posts and Volunteers: discussion of possible nominees for the committee at the AGM on 7 July 2022. Several suggestions were made as to tenants in good standing to approach.

ACTION: committee members to approach the suggested members.

Noted that committee should have a maximum of 10 members but that additional members may be co-opted if needed.

4. 2022 AGM: will take place on Thursday, 7 July 2022 at Highgate Primary School. Setting up will start at 7.00pm, registration from 7.15pm, and the meeting will begin at 7.30pm. HL will chair the meeting.

ACTIONS:

GKC will ensure all relevant documents are on the website (agenda, draft minutes of previous AGM, current accounts).

HH will provide financial report for 2019, 2020 & 2021.

GKC and MMK will provide reports. Any other committee members wishing to submit reports, send to GKC for collation.

MMK will provide refreshments.

SJ will act as Registrar.

Agreed we must stress that the AGM offers an opportunity to meet up after long time when this was not possible.

DA will invite Jim, but he himself cannot be present.

5. Accounts/Finances (HH): Referring to the draft 2021 Profit and Loss statement, HH explained that the loss of £2423 was due to exceptional expenditure on equipment and the new equipment shed. There has been an increase in shop sales. GKC commented that these had increased in 2020 when Covid meant a move to remote ordering and selling. HH questioned the reserves of over £20K which she thought excessive for a small organisation and suggested reducing the gross margin of 15% on sales. GKC cautioned against any change. With the reduction of funds available to the Council, our reserves may be needed for extensive tree work, repairs to the lane etc. MMK suggested

HH refer to the reserves at the AGM and ask the meeting's opinion on how the money might be spent, and if we should we maintain this level of reserves.

6. Shed Shop: MMK suggested we revive opening the shop on a regular basis.

ACTION: SJ to email tenants to ask for a rota of volunteers to be in the shop on Sundays 12 – 2pm.

GKC will continue to bank the cash and purchases made through him, as at present, will continue. DA will encourage Jim to return.

7. Site Secretary's report (GKC): report circulated before meeting and tabled.

8. Equipment (GKC): all equipment in working order with exception of one strimmer. Weekday hiring of equipment proving successful.

ACTION: as per Dec 2021 Minutes, GKC to schedule a meeting with HH and DH to discuss hiring arrangements.

9. Lettings report (MMK): report circulated before meeting and tabled. Expectation of 4 plots to let shortly, one very small and others 5 poles (i.e. half of traditional full size). People at the top of the list have been waiting nearly 5 years: the list is currently closed with well over 200 entries.

10. Probationers (apologies from DH): SJ will ask a suggested tenant if she would be interested in helping with probationer follow-up (non-Committee).

ACTION: SJ to approach tenant.

11. Website (GKC) & Facebook (MMK): HH reported no request for HAA website hosting repayment for calendar year 2021L

ACTION: GKC will check bill from Squarespace.

The previous tenant/FaceBook administrator has set up a new Facebook page and is the registered administrator. Volunteer needed to take this on.

ACTION: GKC to check current situation and seek new volunteer.

12. Environmental management and Maintenance (apologies from DH): nothing to report

13. AOB:

SJ suggested adding a defibrillator to the site. She will research cost and training needed.

ACTION: SJ to research the cost and training implications.

Agreed that BBC should be allowed to film a CBeebies programme about slugs on the school plot on Friday 15 July.

GKC tabled the idea of a bring-and-share picnic and plant/preserves sale in July.

ACTION: GKC to suggest possible dates for bring-and-share picnic and plant sale

14. Next Committee meeting: date to be confirmed. HH will chair.