

Agreed Minutes from HAA Committee Meeting 30 January 2023

PRESENT: Don Adams (DA); Rita Drobner (RD); Dan Hackett (DH); Hinchee Hung (HH); Sally Jones (SJones); Geoff Kembell-Cook (GKC); Ann Lloyd (AL); Maggy Meade-King (MMK)

1. Apologies

Sara Jolly (SJolly); Hilary Laurie (HL)

2. Approval of Minutes of 7 November Committee Meeting 2022

The Minutes were approved.

ACTION: GKC to post on HAA Noticeboard and HAA website

3. Matters Arising from 7 November Committee Meeting 2022

Defibrillator (SJones)

After presenting her defibrillator report at the 7 November Meeting, SJones followed up contact to assist in reviewing what kind of model would best suit HAA's needs, whether or not it should be one with a mounting-case/box and, if so, whether we could construct one ourselves. The importance of rapid accessibility was also discussed in relation to where the defibrillator should be housed, whether and how best to protect it in freezing weather. No reply received as yet. Price acquired so far - £1000-£1500 for defibrillator and box, with price for heated box around £200-500.

AGREED: Still 'in principle' to purchase a defibrillator and b) if/when acquired it should be mounted on the left side (facing) of the Shop.

ACTION: SJones will circulate a proposal for the purchase of the defibrillator and committee members will vote by email.

4. Shed Shop Report

On behalf of SJolly, GKC reported that the Shed Shop was now equipped to process phone payments for purchases and that the system is working well.

5. Site-Secretary Report (GKC)

Vacancies and Waiting List: since last meeting in November 2022

We have had several voluntary terminations and one "downsize" since November 2022. Plots P2 and N4 (both 10 poles) are both being divided into two (5 poles each).

Haringey Allotment Coordinator Visit

GKC met with the new Haringey Allotment Coordinator Victoria Stones to show her around the site. We discussed possible capital works on (a) the row of plane trees on our border with Gaskell Road and (b) improvements in the circular lane.

Mains Water

Two separate leaks (due to splits in plastic tubing leading to taps) were caused by freezing weather. Both have now been repaired by DH. Winter protection of our mains system is hampered by the refilling of our piping on site despite turning off the stopcock inside our main gate. GKC has requested our new Allotment Coordinator to get the water company (Wave) onsite to investigate whether our valve needs servicing or replacement, as we are unable to prevent the pipes refilling. In addition, DH and GKC opened the large water meter hatch inside our main gate and reported the readings to Haringey.

Agreed Minutes from HAA Committee Meeting 30 January 2023

Shed Shop Heater

Our existing gas heater (bought 2017) had failed so GKC has bought and delivered a replacement which is now in use. The old one has been disassembled ready to take away for recycling of the metal. SJolly and GKC took delivery of Thompsons' horse manure last week. Seed-potato orders plus stocks of onion sets and shallots are due to be delivered in late February.

Plot Shading

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.

6. Lettings and Probationers (MMK)

MMK gave a verbal report of the latest departures and arrivals.

7. Finance and Banking Report

SJolly and HH carried out 2022 year-end stock take on 29th December so HH was able to present the first draft of 2022 accounts. It highlights two issues of note:

a) Gross Margin

The gross margin percentage for stock sales emerges at 6% as opposed to the 15% we were aiming for. This discrepancy needs to be investigated so this draft of the accounts is not suitable for publication. The first check will involve a scrutiny of our price list where a few items are listed at less than cost price.

b) R&M 2022 Payment from Haringey

Compared to prior years 2022 accounts show a £2K shortfall as we have yet to receive our 2022 Repairs and Maintenance grant from Haringey.

Our bank balance remains at a healthy £19.5k. Most of this is in an interest-bearing account which earned us £15 in 2022.

ACTION: HH and GKC to explore reasons for the low gross margin before she presents the next set of draft accounts. GKC to remind Haringey's new Allotment Coordinator that the 2022 grant is outstanding.

8. Equipment Hire Report

Equipment Hire

HH reported that new dates for Feb/Mar hire had been circulated and bookings were being taken. Preparatory to hiring out in 2023, last week GKC attempted to start all our petrol-powered equipment. All successful except a backup mower (we have two others), and the small battery-start chipper also failed to start, so needs attention.

The Tool Sharpening Workshop

This will have its first repeat on Sunday 5 February in the Shed Shop.

9. Biodiversity Initiatives: Community Orchard and Wildlife Pond

RD reported that this is going ahead and various offers of equipment have been received.

10. Haringey Allotment Forum

GKC attended the latest January 2023 HAF meeting (they are quarterly). There was an excellent turnout of Site Secretaries, plus Alex Fraser and Victoria Stones (Allotment Coordinator) from Haringey. There were extensive discussions particularly of the roles of

Agreed Minutes from HAA Committee Meeting 30 January 2023

Co-Workers on allotment sites. As a result GKC has created a new draft Co-Worker application form and also modified the worker guidance document created for HAF back in 2017. Both documents are under discussion within HAF and should help clarify the Co-Worker situation across all the Haringey sites.

11. Upcoming 2023 AGM

The AGM will be held on Saturday 18 March 2023 at 2pm, in Highgate Primary School. Nominations for Committee members must be received by Friday 10 March.

ACTION: GKC will circulate nomination forms: they will also be available for collection from the Shed Shop.

The possibility of a CPR demonstration at the AGM was discussed.

ACTION: SJones to enquire as to cost.

12. Any Other Business

(a) Future Haringey Inspections

It was suggested at HAF (see item 10) that the earliest date for Haringey's first HAA inspection of 2023 will be at the end of April (albeit Haringey would be available, prior to that, to explore any site problems on request). This should allow tenants time to check that their trees are the right height and, if not, have them pruned. For new tenants, in particular, this also affords time for them to gauge what is expected of them in terms of maintenance, produce etc. A second inspection would take place in mid-late summer. The new "Cultivation" document produced via HAF will help tenants to understand the requirements.

AGREED: To help prepare for inspection, it was agreed that an informal advisory group would be formed to assess potential problems, and help tenants to be well prepared.

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.

(b) HAA Website Editing

ACTION: GKC to share HAA website editing information with HH

(c) HAA Facebook Account

ACTION: SJones to pursue finalising taking over of the admin task

13. Future Dates for Meetings

a) Committee Meetings – at 2.30pm in the Shop

Monday 13 March 2023

b) HAA AGM 2023

Saturday 18 March 2023 at Highgate Primary School

14. Chair of Next Meeting

HL was suggested.

ACTION: GKC to contact HL