

MINUTES FOR LOW MOOR COMMITTEE MEETING  
HELD SUNDAY 28<sup>TH</sup> FEB AT 1.15PM AT THE WELLINGTON INN, ALMA TERRACE

1. PRESENT

Angela Johnson  
Chris Glasper  
Helen Balawajder  
Christine Robertson  
Simon Wild  
Lucy Wild  
PCSO Hannah Gaskell

APOLOGIES

Darren Lovatt  
Joe Lyons  
PCSO Matt Cockerill

BY INVITATION

Lynsey Maxwell

2. MINUTES OF MEETING HELD 10.1.2016

Agreed accurate

3. MATTERS ARISING

- a) Any clarification obtained re COYC'S allowance for hedge cutting  
No council response as of yet
- b) Hedging Working Party  
Working party arranged for Saturday 5th March 10am  
Helen to circulate email to association members requesting volunteers
- c) Composting Toilet  
Questionnaire responses divided, with a narrow margin in favour.  
Response too small to make any decision  
To be reported at AGM but currently shelved

4. RETIREMENT

The committee would like to thank Jean Murphy for all her help and work with the committee over the years, and hope she enjoys her 'retirement'!

5. ALLOTMENT OFFICER'S REPORT

COYC currently experiencing problems with the new database linking with the financial systems, but this is being rectified.

COYC hope there is future potential to match fund projects on site from association monies.

Association requests that Darren speaks at the AGM regarding allotment funding

Low Moor finances will struggle to offer many funds to match fund projects.

Angela will write to Darren and clarify which sites and how many matched funding projects have been undertaken in past year. Are all sites involved ones with similar status to Low Moor i.e. not independent of the COYC and dependant for additional funds on association fees? Do we have any information on other sites' association fees? Matched funding is a new concept for Low Moor and as such Committee would wish for there to be discussion at the AGM concerning this.

5. SITE SECRETARIES' REPORT

Current waiting list c.30 people  
Some voluntary surrenders available to relet  
Some council evictions processing, waiting for confirmation from COYC to relet.

## 6. PCSO REPORT

Last few months crime levels have dropped  
Potential for a summer spike in antisocial behaviour and low level crime  
Plotolders must be encouraged to report crime via 101  
Date for property marking to be set and sent out via Helen by way of the

newsletter.

Presence of Police requested at AGM by committee.

## 7. FINANCES ( AJ)

- a) Adam's Report to AGM
- b) AJ's Annual Report for 2015
  - a&b) We are on reasonable footing, processes have been looked at and okayed by Adam. To be discussed at AGM.
- c) Discussion and decision re Adam's Comments to Committee
  - i) Role of Committee vis a vis management of Shop
    - Delegated to Chris and Kerry
  - ii) Purchase of Capital Resources
    - To be left as is
  - iii) Purchase of Dual role items
    - Permission for any dual role payments will be sought from Angela and Helen via phone. This is a very rare occurrence.

*Angela subsequently felt that in order to demonstrate the committee taking responsibility for this area, phone calls need to have a written record and Committee needs to be informed that permissions were given. Hence any phone call will be followed up by email to record any permission granted or denied. These will then be reported to committee and recorded in the minutes.*

- iv) Mark up %
  - To be left as is
- v) Content of Reports from Shopkeeper to Committee meetings
  - To be left as is: financial report and stock levels/new stock
- vi) Shop budget limits and potential other use of these finances
  - Shop profits are ring-fenced by constitution. Under present uncertainties regarding allotment funding and until all shop overheads and contingencies are accounted for (eg potential cost of roof repair) it was decided to leave as is at present.
- vii) Any project work undertaken
  - Angela requested that any future project work undertaken should be done after a realistic assessment made of tasks involved and a budget allocated. This will be recorded in minutes and a paper trail established supporting payments.
- viii) Use of shop profits
  - As per vi).

Potential for a recognition to the shopkeeper to be discussed at AGM. Although a voluntary role, the growth of the shop has meant that a significant number of hours are put in by the shopkeepers over and above that of any other committee member by a large margin. A small financial contribution could be considered, for example the cost of plot rental.

#### 8. SHOP REPORT

A bit slower than last year due to the weather  
All on track for when Spring finally arrives  
A map of the plots to go up behind the counter

#### 9. EVENTS / NEWSLETTER

Newsletter to go out end of March  
Kids plot competition to be started in next few weeks  
Plot crawl date to be confirmed for the newsletter

#### 10. AGM 2016

a) Date and Timetable for publicity

5th June 1pm

To be included in end of March newsletter and displayed  
on notice boards.

b) Any proposals re constitutional change

Recognition to storekeepers (as mentioned in item 8.)

c) Agenda items

A discussion regarding match funding with COYC

Any other items can be discussed at the next meeting (in May)  
allowing time for due notice to be given to members.

d) Nominations for Officers and Committee

Need to look for prospective committee members.

An invitation to the next meeting can be issued as an introduction  
to anyone showing an interest.

#### 11. ANY OTHER MATTERS

None arising

#### 12. NEXT MEETING - Sunday 8th May

1.15pm

Kids plot