



## Minutes

Committee Meeting 5 March 2019

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**Present:** Bob Tyrer, Debra O'Brien, John Payne, Jane Sheldon, Emma Creasey, Evey Hoyte

**Apologies:** Annabel Cowell

Finance update:

Bob has submitted updated forms to the bank as requested by Annabel.

Annabel will provide an informal financial status update ahead of audit of accounts to aid review of rents and forthcoming plans for the site. Expected mid March.

Shop update:

John provided an update on the key changeover. Details of this update will be added to the members sheet as a central record.

Money held in reserve for shop supplies currently sufficient for sundries and stock.

John to have spare toilet keys cut.

Compost and canes ordered.

Noticeboard:

Master keys held with Evey.

Spare/replacement keys to be ordered. Debra to investigate and action if possible.

Woodchip suppliers:

Committee was unsure whether wood chip suppliers had new keys. Emma to check if Jurek is aware.

Skills list:

Debra suggested KPAA maintain a skills list identifying plot holders who might be able to help with specific maintenance or repair tasks. Emma to include call out in next newsletter and Facebook

Committee vacancies:

The following vacancies on the committee were identified with a view to filling them at the AGM - Secretary, additional Site Officer, Security Officer and Maintenance Officer. Details will be posted on FB and shared via email.

Plot holder contact details:

Emma to write to plot holders who don't currently have an email address registered with us.

New Plot Holder Information Sheet:

Emma to update ready for new plot holders in April.

Site Posters:

Debra to create and post a number of new posters on the site noticeboard - AGM, Rents due, Contact details

Rents:

Rents will remain fixed again for the year 2019/20 at £15 per rod (£7.50 per rod for valid concessions). **All rents are due by 1 April 2019.** Emma to email all plot holders and update FB as a reminder. Debra will put up reminder posters across the site.

Site Survey:

The site - specifically state of all plots - will be surveyed week commencing 8 April.

AGM:

It was agreed that the next date for the annual AGM for all plot holders will be Tuesday 30 April. Emma to confirm venue and email plot holders of details.

Dusty:

Our dear friend and fellow plot holder, Dusty, died in February. Members of the committee and KPAA friends will attend the funeral and a donation to charity will be made on his behalf.