

KPAA ANNUAL GENERAL MEETING

DATE 7th APRIL 2024

TIME 12.00 - 14.00

VENUE Kidbrooke Community Hall, 8 Peglar Square, SE3 9JT

MESSAGE FROM CHAIR

Dear Members

On the 7th of April 2024 our Annual General Meeting will be held. The purpose of these statutory meetings for all Association and Charities is to ensure that all members have an opportunity to raise issues based on the reports of activities and financial control of the organisation and critically to elect representative to the Management Committee. It is vital that all of you try to attend this meeting as we are now at a crucial cross roads. For almost 30 years we have been a self-managed Association. This status is under threat not by any external body but due to the very limited number of members prepared to either serve on the committee or volunteer to help take the burden off those few people who have worked tirelessly for us all for a number of years.

At the forthcoming AGM a number of long- serving committee members will be retiring from the Committee. Evie, John, Emma and Jane will be standing down from many years of selfless service. For this work we thank them. They will continue to be a support to our community as coopted members to the committee where their experience and guidance will support the new committee members. Sadly, I too will be stepping down as Chair for personal reasons.

As you should already know if you read the messages on Facebook, email and the site notice board that we are in urgent need of a treasurer. We also need a number of roles to be filled by members who are willing to take on specific functions either as elected members, coopted members or volunteers. The list and a brief outline of the role is added to this message below.

If we are to continue to manage ourselves we must have more commitment from members to ensure we meet our statutory obligations and meet the conditions of our agreement with our Landlord, Greenwich Council. If we cannot manage to run ourselves effectively without over burdening a few hard working committee members then we may have to hand back the management of the Allotments to the council. None of us wants to do this but if we cannot secure the commitment of more members then that is what must happen.

Having said that we are beginning to make some positive changes: we have reorganised the running of the shop with the use of cashless payment. Already 8 volunteers have signed up and agreed to run help run the shop sales on a roster basis. We have changed the shop opening times and added Saturday afternoon shop sales based on feed back from members. We also have ideas about how we can improve the site. In particular we have applied to the Social Value Fund managed through Durkan to provide additional water supply and electrical power from the new Energy Centre which will supply the housing estate being built on our boundary. These and other initiatives will be outlined at the AGM SO PLEASE COME ALONG TO HEAR ABOUT THE POSITIVE CHANGES WE CAN MAKE IF WE ALL WORK TOGETHER!

So, the future is in our hands. If you want to be a part of this positive future and you value maintaining our independence as an Allotment Association and gardening in the haven that our site is rather than risking losing the site altogether as Greenwich Council seeks money saving schemes and cuts to services. This could mean the sell off of assets including our Allotments. Let's not risk this so please come and talk to us about what you can do to contribute in terms of time, ideas, work groups, shop volunteers, site-officer volunteers, running coffee morning or any other skill you have to make a contribution.

I look forward to meeting you on 7th April but do not hesitate to speak to any of the current committee members about the roles that are outlined below.

Best wishes

Stuart Mulholland Chair KPAA

ROLES AND BRIEF OUTLINE OF FUNCTIONS TO EFFECTIVELY MANAGE KPAA

1. **CHAIRPERSON** - principle duties are to oversee the effective management of the Association in line with the Constitution and Tenancy Agreements and our relationship with Landlords. Also, Chairs the Committee.
2. **DEPUTY CHAIRPERSON** - this is a new role which shadows and stands in for the Chair when not available
3. **ASSOCIATION SECRETARY** - responsible for dealing with routine communications with members and external agencies, draft annual reports and returns to statutory bodies, preparing agenda for meeting. Negotiates Association insurances and other legal requirements and subscriptions
4. **DEPUTY SECRETARY** - A new role - provides support and shadows the work of the Secretary
5. **TREASURER** - protects to Associations financial integrity and assets. Provides reports, draft budgets and ensures bill and expenses are paid. Prepares financial returns and liaison with auditors.
6. **DEPUTY TREASURER** - new role to shadow and support the work of the Treasurer ensure effective payments and receipts of monies from the shop sales. Oversees the rent collection from members and notify Membership Secretary of any issues.
7. **MEMBERSHIP SECRETARY** - A new role - manages the waiting list and allocation of plots. Liaises with Site Officer team to ensure new and existing members are familiar with site rules.
8. **SITE MANAGER** - A new role - Ensures plots are cultivated and liaises with Membership Secretary reporting any areas of concern. Coordinates the work of the coopted or volunteer Site Officers (4 in total) to support site maintenance, boundaries, pathways, water pipes and tanks, gates and keys.
9. **SHOP MANAGER** - oversees the effective sale of goods from the shop maintaining records of sale and receipts. Ordering, receiving and storing materials securely. Coordinating the shop sale roster and effective use of SumUp Card reader. Working with site officer team to ensure access to maintenance equipment and tools. Hiring skips for site clearances, key cutting and gate security. Water readings.
10. **COMMUNICATIONS COORDINATOR** - ensures the effective coordination of messages to members through use of social media, email and the production of posters. Working with the Chair, Secretary and Treasurer closely to ensure all members receive accurate and timely information.

Other voluntary roles:

1. FIRST AIDERS
2. TOILET CLEANING AND MAINTENANCE
3. GARDENING INSTRUCTORS
4. COFFEE MORNING VOLUNTEERS
5. SOCIAL EVENTS COORDINATORS