

**Minutes of the Gertie Gales**  
**Annual General Meeting**  
12<sup>th</sup> March 2019

**Present**

Committee Members:

Les Curwood (Lettings Officer), Anastasia Mazina-Scott (Vice Chair), Stuart Armstrong (Treasurer), Zoltan Kekesi (Secretary), Bob Shephard

Tenants:

Gill Curwood, Ced Protheroe, Ray Newton, Deb Reardon, Jenny Murray, Guy and Mary Britton

**Apologies**

Alan Harrison (Site Manager), John Dutton, Samuel Olney, Yvette Lester, Deb Herbert, Andrew and Judith Arnold, Aili Purdy, Stefanie Blundel, Robert O'Dell, Dave Gale, Bryan Jackson, Roger Howard, Ian Cameron, Jillian Kirkman, Ann and Nick Tarr, Gillie Shorey Andrea (Portishead Town Council Clerk)

Vice Chair welcomes attendees and opens the meeting.

**1. Administration**

Apologies: Apologies read out by Secretary. (NB: some apologies were sent just before or during the meeting, these are added above)

Minutes signed: Minutes of the AGM 2018 were signed off earlier at a normal committee meeting.

**2. Committee Re-election & Vacant Positions**

Secretary reads out the committee members that are standing for re-elected.

Secretary asks each member if they wish to continue in their roles and asked the attending plot holders if there were any objections.

Each of the following current committee members agreed to continue in their role and there were no objections from the plot holders in the room;

Les Curwood - Lettings Officer

Stuart Armstrong - Treasurer

Ana Mazina-Scott - Vice-Chair

Zoltan Kekesi - Secretary (asked by the Treasurer)

Alan Harrison - Site Manager (not present so asked by email)

Secretary then asked the attending plot holders if anyone wanted to stand for the vacant positions of Chair and Media Officer – no volunteers

Secretary then advised that Bryan Jackson had volunteered to be Media Officer by email – all agreed and no objections in the room

Treasurer then advised that Jillian Kirkman had volunteered to be Treasurer if needed.

So Treasurer agreed to become the Chair and Jillian become the Treasurer – all agreed and no objection in the room

Secretary confirmed that the new committee of Gertie Gale’s Allotment Association had been elected as follows;

Chair	Stuart Armstrong
Vice-chair	Anna Mazina-Scott
Treasurer	Jillian Kirkman
Lettings Officer	Les Curwood
Website Editor	Les Curwood
Site Manager	Alan Harrison
Media Officer	Bryan Jackson
Data Officer	Stuart Armstrong
Secretary	Zoltan Kekesi

Supporting committee members: Bob Sheppard, Roger Howard

(If any of the other plot holders want to join the committee as supporting members then please let the committee know)

### **3. Annual reports**

#### **3.1 Chair’s report**

As the association currently has no chair there was no chair person report.

#### **3.2 Treasurer Report**

Rent letters – all rent letters have been sent. This year the association has sent many attachments with these letters. The association have been advised every year that with the rent letters we need to send a copy of the accounts, next years budget, current Tenancy Agreement and current Site Rules & Policies that applies to everyone.

The cash situation of the association is good. There is over £1,300 in the association savings account to support future investments or unexpected expenses.

Income - due to plot holders leaving and the plots re-let during the year we have benefitted from some additional income (admin costs and rent). However due to the allotments not

participating in the Victorian Evening as there was a lack of volunteers there was a reduction in income from this activity.

Expenses - there was a significant increase due to it being a hot summer - extra water usage and pest control. Also the association now have to pay rent for the AGM meeting room. On the other hand there was less paid on maintaining mowers and cutting the grass due to the hot summer. Also the association did not have to pay that much this year on site improvement costs.

The budget for the coming year was agreed by all in the room and will result in the association approx. breaking even by the end of the year (2019 – 2020).

The final 2018 – 2019 accounts will be sent to all plot holders at the end of March 2019.

### **3.3 Lettings officer report**

The following statistics are for the period 1st March 2018 to 28th February 2019:

#### Number of plots

At the start of the season last year there were:

54 full plots and 49 half plots.

There are now:

50 full plots and 57 half plots.

#### Overall, the number of Tenants

19 who have given up:

5 full plots and 14 half plots

5 who have downsized:

4 from full to a half and 1 from 2 separate halves to 1 half

5 who have had their Tenancy terminated:

2 full plots and 3 half plots

32 lettings throughout the year:

9 full plots and 23 half plots

(as a note, of those 32 lettings: 6 gave up during the year and 1 had their tenancy terminated)

Some of these lettings were to existing plot holders who wanted to go from a half plot to either a full plot or another half plot close by.

#### Waiting List

At the start of the season last year there were 5 people on the waiting list

43 requests were received during the year

8 who no longer wanted a plot (circumstance changed or taken an allotment elsewhere)

5 did not reply to emails and text messages.

7 people remain on the waiting list.

### Plot Inspections

There were 5 inspections during the year: May, July, September, November, January  
The number of tenants that received either a warning email or termination of tenancy were

:

17 in May, 11 in July, 5 in September, 14 in November, 8 in January

### **3.4 Webmaster report**

Nothing much to report.

Still getting an average of 5 to 8 visitors per day visiting the website.

The maximum on any one day was 21 unique visitors viewing a total of 70 pages in April last year.

### **3.5 Site officer report**

In absence of site officer a couple of points mentioned by the Committee members;

Generally the site is a lot better than in previous years with more plots being worked on, grass cut more, hedges being maintained, less rubbish around the site.

Hedges & Trees - both North Somerset Council and Portishead Town Council have been improving the hedges around the site. PTC are planning to cut back the trees during the winter as some are a health & safety concern. NSC have been asked to sort out the trees in the cemetery (especially the two dead trees over hanging the allotments).

Compost bins - made of wooden pallets were placed at various points around the allotment in the hedges. These compost bins are for communal use by the plot holders. Rules on usage of the bins will be issued shortly.

Whips - have been planted at the bottom of the site. There is now a full length of whips along this border.

Possibly an additional line of whips will be planted to double line this hedge. This will be discussed later and if agreed a new application to the National Woodtrust will be made

Water tanks - have now all been covered with lids to stop leaves etc contaminating the water

Manure – there has been another delivery of manure this year

Bark – there is a regular supply of bark. More companies are contacting us to drop off bark which the committee have agreed to as it is being used a lot by the plot holders

## **4. Any Other Business**

### **Discussion of proposed new Tenancy Agreement & Site Policies & Rules**

Over the past year there have been several incidents with tenants that has highlighted to the committee that the associations Tenancy Agreement and Site Rules and Policies need to be updated and improved. So our Tenancy Agreement & Site Policies & Rules are currently being reviewed.

The process is - firstly these revised documents will be discussed and agreed by the committee. Then they will be sent to all plot holders to be reviewed with suggested changes being made. Once we have all agreed the revised documents then these needs to be sent to Portishead Town Council for review and to be agreed by the Councillors. Finally once all have been agreed then the revised Tenancy Agreement and Site Rules & Policies will become effect at the allotments with the next years rent letters in April 2020.

### **Update on the additional whips at bottom of allotment**

With the help of some volunteer plot holders new whips have been planted at the bottom of the site. There is now a full length of whips along the border. Over the next few weeks bark will be placed around all the whips to keep weeds down. An additional line of whips maybe planted later in the year.

### **Portishead in Bloom – Do we set up a working party to improve the site in readiness for PiB?**

If we want to enter as a specific site in the competition we need to know about the expectations of PiB in detail. This will be investigated more by the committee and discussed more with the plot holders. It will take many months to improve the site and we will need volunteers from the plot holders to implement the changes. In short we need plot holders to support this activity and many to volunteer if we are to enter PiB as a competition site.

### **Victorian Evening – Do we have a stall this year & need volunteer to organise?**

Same situation as PiB. We need people to support this activity and to volunteer to set up as well as run a stall at the Victorian Evening. This event is an effective tool to advertise GG Allotment's to local people and also generated some cash for the association.

### **Open to the floor – Any general queries & questions from the plot holders**

The attending plot holders wished to thank the committee for their work and being active in supporting the allotments.

### **Date of next Committee meeting – mid May**

Next meeting is to be held at the Albion 2<sup>nd</sup> full week in May. Exact date and time to be confirmed.

## **Gertie Gales Allotment Association AGM**

12<sup>th</sup> March 2019

at 19.30-21.30

The Folk Hall, 95 High street, Portishead, BS20 6PR

### **Agenda**

#### **1. Administration**

- Welcome to the meeting by the Vice Chair
- Apologies

#### **2. Committee Re-election & Vacant Positions**

- Any nominations for any of the posts received
- Any nominations or volunteers for any of the posts from those present
- Agreement by all of the re-election of the following posts
  - Vice Chair – Ana
  - Secretary – Zoltan
  - Treasurer – Stuart
  - Lettings Officer – Les
  - Site Officer – Alan
- Volunteers & election for the vacant positions
  - Chair
  - Media Officer

#### **3. Annual reports**

- Chairs Report
- Treasurer Report
- Lettings officer report
- Webmaster report
- Site officer report

#### **4. Any Other Business**

- Discussion of proposed new Tenancy Agreement & Site Policies & Rules
- Update on the additional whips at bottom of allotment
- Portishead in Bloom – Do we set up a working party to improve the site in readiness for PiB
- Victorian Evening – Do we have a stall this year & need volunteer to organise

- Open to the floor – Any general queries & questions from the plot holders
- Date of next Committee meeting – mid May