

LRRHAA COMMITTEE MEETING

Monday, 5 August 2019 - 19:30 Rose Hill Community Centre

Minutes/ Meeting Notes

1. Apologies
 - Lorin Watt
 - Nick van Hear

2. Present
 - Jon Piggott Co-Chair
 - Catherine Gibb Trustee
 - Arnold Harpin Treasurer
 - Paul Wavell Lettings Secretary
 - Colin Cavey Committee Member
 - Khimding Devendra Committee Member
 - Theresa Gurl Committee Member
 - Ian Matten Committee Member

3. Minutes of the meeting held 3 June 2019
Were accepted as a true record

3. Matters Arising
 - Skip hire: Thanks to Cathy and Paul for sorting out the skip and to all who helped fill it.
 - Padlock woes: Thanks to Nick for arranging the new lock so quickly.
 - Water Butt replacement middle road centre. Colin Cavey offered to replace the butt and was thanked by the Chair.

4. GDPR Policy document approval & posting

The Chair thanked Arnold for all the work that he had put in establishing the GDPR policy and in its implementation. The committee complimented Lorin on the format and presentation of the policy and agreed that:
 - It should be posted on the website
 - It should be included in the Autumn Newsletter
 - Attention should be drawn to it in any relevant correspondence

5. Finance Report:

Arnold presented the accounts for the period and there was discussion on three matters:
 - Rent – there was some confusion over the correct base figure for the increase and it was agreed to refer to previous meeting minutes to clarify
 - Water Usage – the figures in the report were based on a slightly different reporting period to the previous year. Arnold said he would see whether this could be resolved.
 - It was agreed that a note could go with the accounts presented at the AGM to explain the expenditure under the “site maintenance” heading.

6. Lettings Report (PW)

Paul reported on the current position re plots 2a, 63b, 52b, 80b. In relation to plot 10d it was clear that the plot was being cultivated but it wasn't clear by who.

7. Shed - permitted size and usage

It was agreed that further work needed to be undertaken on the size issue and that this could be integrated with a plot inspection.

A letter to be sent re the use of the shed on plot 33a and whether he was aware of its occasional use recently other than for the use of storage of tools etc..

8. Working Parties:

Agreed that on **August 18** we check both sides of Lenthall Road hedge to clear rubbish, etc. clean the glass on the gate and shop notice boards, repair roof on one of the PT sheds and remove the left hand door of the playhouse.

Sept 15 - (Centenary competition judges visit week of 16 Sept) Agreed – grass cutting, tidying unused plots and path maintenance

8. O&DFAA Update (JP)

JP said that he would be in the shop on the 11th. and would keep and be alert to any visitors re Open day at Lenthall announced in OFDAA publication re centenary.

It was agreed to nominate Nick van Hear and Lorin Watt to attend the Mayors parlour event on the 23rd Sept, (21st Aug last reply date to OFDAA)

10. AGM 2019

- The "Draft countdown" document was received and Lorin was complimented for her thought and work on this = the committee found it most helpful.
- There was some discussion re review/revision of the Rules/Constitution for discussion at the next Committee meeting. It was agreed that it was an opportunity to look at some basic questions - such as categories of membership, as well as to tidy up and update text.

11. Summer Party –

The committee agreed to undertake preparatory work and help Pearl to set up.

Arnold agreed to print copies of the poster for display on site.

12. Autumn Newsletter –

Contents depended to some degree on the date of publication but needed to include AGM related matters and reports of activity (working parties and thanks to members, competition, ongoing contribution of members re site maintenance).

14. AOB

- There was some discussion about the water capture survey and the plot inspection.
- Some plot holders should be contacted re general or specific issues
- Trees on 57a still a problem - check if help is needed with pruning or removal
- The gate lock – discussion of whether a maintenance contract would be advisable along with the purchase of a good quality combination lock/ bike lock to use if needed.

Next Committee Meeting: 23 September

Next Working Party: 18 August