

## GRACE & FLAVOUR DIRECTORS' MEETING

**Minutes Thursday 14<sup>th</sup> January 2021: at 7.30pm (Zoom Meeting)**

| REF          | ITEM                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | ACTION                                                     |
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| Present      | Amanda -Chair: Helena, Nicki, Ray, Ashley, Robin, Gerry, Rob, Michael, Bob                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                            |
| Minute Taker | Bob Spackman                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                            |
| 1            | <b>Apologies</b> : John Whitlock (taking a couple of months break) & John Fluker<br>JW might be back with us next week.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                            |
| 2.           | <b>Minutes of Last Meeting:</b><br>Accepted and signed by Amanda.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                            |
| 3            | <b>Election of Gerry Robbins as a Director:</b><br>Proposed : Amanda ; Seconded: Bob : Unanimous and welcomed aboard.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Amanda                                                     |
| 4.           | <b>Actions from last meeting</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                            |
| 1            | <b>Wildlife/Pond – winter plan :</b><br>Pat has taken out quite a lot of stuff from back pond. Not a lot else to be done at the present. Invasive Tansy is being cut out when possible. No great changes proposed. Trying to keep third to half clear water. Dead material coming out in spring. Rob- The reeds take a lot of water, are they appropriate for size of pond? Gerry can take some out, but wants to avoid damaging the liner. Amanda has a pair of size 10 waders if needed. Ashley reminded that we have some £50 of vouchers from Maidenhead Aquatics to spend.                                                                                                                                                                                         | Gerry                                                      |
| 2            | <b>Rules and regulation – final review:</b><br>Still some items to be finished off - risk assessments updated.<br><ol style="list-style-type: none"> <li>1. Action: Handbook update - Amanda &amp; Nicki have been through it this week, Gerry pointed out a couple of amendments. Will go online and put up in Potting Shed.</li> <li>2. Evacuation Procedures: To go on wall.</li> <li>3. Accident Book: Action on Ray.</li> <li>4. First aiders: Ray, plus volunteers - Tom Suffolk. Possibly John Francis, Rob Treble &amp; Gerry - First aid course needed by all.</li> <li>5. Defibrillators; Spare pads needed</li> <li>6. Insurance skill sheets: To go in potting shed. People need to sign up annually.</li> <li>7. Notice Board: Rob to purchase.</li> </ol> | Nicki<br>Ashley<br>Ray<br>Nicki<br>Ashley<br>Ashley<br>Rob |
| 3            | <b>Risk Assessment bonfire:</b><br>HSE Policy: Handbook states that Rules are displayed in Potting Shed and Allotment Areas. Should be checked if actually in Potting Shed and Allotments - Note, confirmed no bonfires are allowed on individual allotments.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Ashley                                                     |
| 4            | <b>First Aiders:</b><br>See item 4 : 2 : 4                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Ashley                                                     |
| 5            | <b>Covid 19 Guidelines – Tier 4</b> -any update needed?<br>Amanda to check if the rules need updating. Date on website to be updated.<br>There is to be a Covid folder on website.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Amanda & Ashley                                            |
| 6            | <b>Pink Trailer</b> – needs two new tyres at £175 approx.. Long term future of trailer?<br>Leave as is for now unless needed.<br>Main uses potentially: bean poles, Leave it where it is, we will not buy tyres at present.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                            |
| 7            | <b>Handbook</b> final review/sign off.<br>See item: 4: 2 : 1                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                            |
| 8            | <b>WHPC funding for additional planting: update:</b><br>Prices with Parish Council and should be formally approved next week. Most of our wish list trees are available, just a couple like the Mulberry tree not available.<br>Robin thanked for his preparation work on trench outside the north wall.                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Amanda                                                     |

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| 4  | <p><b>Finance report:</b></p> <ol style="list-style-type: none"> <li>1. New Year: Papers issued before meeting: Circa £5600 in current account. ....All allotment fees paid. ....Some donations received..... Parish Council fees awaited.....various maintenance items purchased.</li> <li>2. Sub finance committee meeting.....4th March 2021</li> <li>3. Bob Spackman stepping down from Sub Finance Committee .Robin going on in his place.</li> <li>4. John W has spent £568 on seeds and various items for the garden.</li> </ol>                                                                                                                                                                                                           | Ashley<br>Amanda           |
| 5  | <p><b>Garden update</b></p> <ol style="list-style-type: none"> <li>1. General update on garden. Not a lot to say...."Its wet". Lots of Brussel sprouts, carrots, cabbages, kale, squash available.</li> <li>2. Seeds and potatoes all ordered - yes</li> <li>3. More woodchip: For the allotments, Rob Grist to been contacted.</li> <li>4. Roadside hedge NE section to be done before birds start to nest ie early March. Reminder that height of hedge in front of Holme Cottage Is to kept to a minimum of 3.5m.</li> </ol>                                                                                                                                                                                                                   | Ray<br><br>Bob             |
| 6  | <p><b>Allotments - update</b></p> <ol style="list-style-type: none"> <li>1. PC Agreements : awaiting to hear. Expect they will be discussed this coming meeting. Michael waiting for approval before invoicing them.</li> <li>2. Received email re weeds going to area beyond the wall. December meeting confirmed not allowed.</li> <li>3. Allotments notice board: Michael to keep one of the keys for the notice board so we know one is safe!.</li> <li>4. Drainage: see 8.7 below.</li> </ol>                                                                                                                                                                                                                                                | Michael                    |
| 7  | <p><b>G+F Website and Communications</b></p> <ol style="list-style-type: none"> <li>1. Need for Governance folder on website to include copies of handbook, allotment guidelines, and assoc rules, regulations and risk assessments? Rob has suggested a review to make it more user friendly.</li> <li>2. Who could be Ashley's assistant / backup? Amanda requested everyone have a look at the website.</li> <li>3. Formal letter received from Information Commissions Office saying we have to pay a fee. Ashley has answered questions found we did have to pay £40, which he has done. Now has a certificate to say we have paid. There is a complaint form which Ashley will complete as there are inconsistencies on website.</li> </ol> | Ashley /<br>Rob<br><br>All |
| 8  | <p><b>Building Team – update</b></p> <ol style="list-style-type: none"> <li>1. Future of ex-compost loo shed : to be reviewed.</li> <li>2. Potting up tables have been levelled up at worktop level.</li> <li>3. A table to be repaired.</li> <li>4. Comfrey bin not attended to.</li> <li>5. Lockable Notice Board put in the allotment area. Rules to go in lockable area.</li> <li>6. Erected a store for the bean poles - off the ground but not resting on the wall.</li> <li>7. Drainage in allotments:- materials purchased and now ready when ground dries out. Trenching machine and dumper truck will be needed. Silver birch tree might be adversely affected. Some hand digging may be necessary.</li> </ol>                          | Rob                        |
| 9  | <p><b>Bean poles and pea sticks:</b></p> <ol style="list-style-type: none"> <li>1. Covid has put a halt on such work at present. Bob's lane could supply some smaller poles. Ashley reminded us that £100 in the pot for bean poles. Robin &amp; Trevor to review.</li> <li>2. Amanda has seen some in the woods nearby her house.</li> <li>3. Gerry to check if a mate has any suitable poles on his land.</li> </ol>                                                                                                                                                                                                                                                                                                                            | Amanda<br>Gerry            |
| 10 | <p><b>Social/Events Calendar 2021</b><br/>Book in a Spring-clean Saturday soon? On hold for now till Coronavirus situation clarifies.<br/><b>OGM:</b> Saturday 22nd May<br/><b>AGM:</b> Thurs 18th November</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Nicki                      |

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| <b>AOB</b> | Who has:<br>1. Lawn mower: Ashley.<br>2. Strimmer: Rob - head might need greasing. |  |
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**Meeting closed at 9.00pm**

**Next Meeting: Thursday 11<sup>th</sup> February 2021 via Zoom at 7.30pm.**

**Host : Amanda via Zoom**

**Chairman: Amanda de Haast Minute Taker: John Fluker**

**Rev 2 : 18/1/21**