

GRACE & FLAVOUR DIRECTORS' MEETING

Directors' Meeting 12th March, 2020.

Place:	The Wesley Room, Methodist Church
Directors Present:	Ray Beard, Ashley Brown, Nicki Douet, John Whitlock, John Fluker, Bob Spackman, Helena Stuart-Matthews, Michael Trower, Robin Satow, Rob Treble
Apologies:	Amanda de Haast
Chairman:	Bob Spackman
Minute Taker:	John Fluker
Agenda Item	
1.0 Apologies for absence.	
	As above.
2.0 Minutes of last meeting	
	Accepted as true record of proceedings. (Road side hedge completed today)
3.0 Actions from last meeting	
3.1	Documentation – Nicki to continue to ask for the documents from Su Johnston. Action: Nicki to continue to chase Su Johnston No Contact Yet
3.2	NT Visit / Wall Report – Last week two Archers, Sarah and Martin visited, were happy and will pay for expansion joints. Action Rob to send proposals to them and Robin to contact Sue Streeter with regard to trees.
3.3	G&F Ecological Report – Now fully updated on the website and in newsletter.
3.4	Purchase of new boiler. Ray has purchased this and it should have arrived today.
3.5	Coppicing. All done. A bit wet on the first day but better the second. All beanpoles and peasticks now in the Garden. Ross Packman should be referring a specialist to us regarding the pond.
3.6	Water Tank Levelling – This will be done as soon as the weather is a bit better.
3.7	Wildlife Pat has donned her waders and ventured into the pond. The new nest boxes are all up and some of the old ones have been taken down for running repairs.

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3.8	<p>Rules and Regulations Review These regulations e.g. the need for more risk assessments, first aid coordinator, and to note the capabilities of members were discussed and it was agreed that we need to deal with the following: Manager/Group Leader e.g. John, Ray, Rob depending on group, Written Health and Safety rules, Risk Assessments e.g. slip and trip, north wall and west wall (wind over 25mph), glass etc. We need to inform members of the regulations and include in the newsletter and the handbook. All members need to be registered and an assessment of the member made each year e.g. gardener or builder etc. (D of E students a slightly different issue). Rob has sheets which could be used. Different ones should be those who were builders and those who were gardeners and once we have them agreed members could sign whichever was applicable to them Action. Rob and Ashley</p> <p>Once finalised it was agreed to put these rules and regulations on the allotment notice board and in the potting shed on a notice board. However the allotment notice board needs updating and a new notice board is needed inside the potting shed. Action Rob was authorised to purchase one new notice board for the Potting Shed and another new notice board to update the allotment notice board (please see 9 below)</p>
3.9	<p>Horsley Market - It was agreed at our last meeting not to go. However if they were to waive the fee for a pitch in the future in respect of community ventures this could be revisited</p>
3.10	<p>Bore Hole update – This is a no go. Robin says that he was given incorrect information.</p>
4.0	<p>Finance Report (Ashley) Report tabled at the meeting. All OK at the moment.</p>
5.1	<p>Garden Update</p> <p>Not much to say: this weekend plant out onions, next week plant out potatoes. There is likely to be a small hungry gap. In the second greenhouse the staging needs to be extended to make full use of it. The cost would be £140-£150 Tim authorised to go ahead with this</p>
5.2	<p>Rats (and rabbits) control. More rabbit traps and rat bait traps now installed.</p>
5.3	<p>Pruning : Pruning must improve when we do as must tying up of which there is quite a bit still to do (this relates to winter pruning on the west wall and Hollier Avenue but will need to apply to summer pruning as well)</p>
6.0	<p>Allotments: Michael will turn on the water quite soon. He has already changed the gate code which can be obtained from the usual number. There is one change on the allotments which relates to Tom's old half allotment: the present holder has relinquished it due to work and family commitments and a couple on the waiting list are now taking it. All allotments will be occupied and there will be no-one on the waiting list now. Michael also mentioned that West Horsley litter pick is due to take place on 4th April.</p>
7.0	<p>Website (Ashley) – Ashley has updated the website recently and the expense policy is now on and is also in the newsletter. A poster is to be produced. Action: Ashley to produce poster</p>
8.0	<p>Left Blank as not included in Agenda</p>
9.0	<p>Building Team – update. Wall repair completed. Two notice boards to be purchased to update the allotment board and provide a new potting shed board (£150 x2) Risk assessments also done.</p>

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10.0	AOB. <ul style="list-style-type: none">• John Whitlock: Congratulations to Helena for her fantastic job with the flowers• John Whitlock: Coronavirus - We need to have a strategy for coping in the future e.g .tea outside not inside, perhaps staggering attendance at the garden (particularly on Saturdays to avoid overcrowding) etc This will be a constantly evolving strategy and we will need to keep members informed as it develops/changes
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Meeting concluded at 9:00 pm

Due date of next meeting:

Thursday 9th April, 2020 – 7:30pm – Wesley Room WHVH (but of course this will almost definitely not take place).