

GRACE & FLAVOUR DIRECTORS' MEETING MINUTES
Thursday 8th August 2024: at 7.30pm

| Present Gerry (Chair), Beverley, Rob, Stephen Stuart-Mathews, Mark Blowers, Ray, Michael, John F, Helena | | | |
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| Apologies: Carolyn | | | |
| Minute Taker: John W | | | |
| REF | ITEM | NOTES | ACTION |
| 1. | Minutes of Last Meeting (July) | Approved. | |
| 2. | Actions from last meeting | | |
| 2.1 | Treasurer & Accountant Roles | These have been defined and agreed. We need to add two roles, health and safety leader and NT liaison. GR as chairman and monitor of mail@graceandflavour.org to liaise with external bodies such as NT. GR and RT to decide who should be H&S Lead. | GR and RT |
| 2.2 | Code of Conduct | Beverley to hold the long version of the code of conduct but we will produce 4 bullet points that encapsulates the garden ethos. | GR |
| 2.3 | Vegetable Pricing | Rob and his daughter have produced an excellent new design pricing list. John to decide when the crops we grow are in season in order for Gerry to check pricing. | JW / GR |
| 2.4 | Visit By Surrey Hills | Postponed. | |
| 2.5 | Little Bookham Wi Visit | Monday 2 nd September 2.30 John W to lead. | JW |
| 2.6 | Summary of Roles | Style of Allotment Liaison section to be aligned with rest. Document to be added to Company notice board and handbook. | GR |
| 3. | Garden Report | Overall, a good year in spite of challenging weather conditions. Only disaster has been the garlic. We have a good range of crops, and there will be now the opportunity to open a shop at 12.00 on Saturday There is a problem with watering. It was agreed that John W should buy two new sprinklers. | JW |
| 4. | Company Secretary Issues | The changeover from Ashley has been completed. Michael is the new Company Secretary. He has contacted all the directors to confirm their eligibility. He is dealing with the insurance which is due soon. | MT |
| 5 | Finance Report | 1. Sales to Members were £802 in July compared with £598 in June, a one third increase. This is part of the normal annual pattern. | |

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| 5. | Finance Report (contd/.) | <p>2. The low expenditure in July is for two reasons:</p> <ol style="list-style-type: none"> a. Water bill has been in credit due to the wet spring and early summer. We should be back to normal billing in September with a cost of several hundred pounds anticipated dependent on the coming weather. b. The recent changeover of Treasurer and the consequent slow bank process for enabling online payments by a new mandated signatory. This was finally approved by the bank in early August and should be enabled by them shortly. <p>Consequently, there are a number of invoices and expenses in the pipeline to be paid before the end of August covering our prior commitments including routine garden items, maintenance items for paths and Fire Extinguisher servicing and testing which was done in June. These are shown as Known Commitments.</p> <ol style="list-style-type: none"> 3. In comparison to the original (budget) forecast our position to date (10 months from 1st October looks healthy both for Sales and Expenditure. However, we still anticipate paying some significant costs such as tree surgery (allowed for under site maintenance) and insurance in this financial year. 4. It should also be noted that the surplus figures are all before asset depreciation (covering their ageing and eventual need for replacement). Depreciation is likely to decrease the net profit in 2024 by around £1875. 5. Dependent on the actual profit outcome it might be prudent towards the end of the year to start increasing the reserve as our assets age and building materials costs rise. It's been several years since the reserve of £4000 was set. 6. Finally, it was noted that our expenditure on social activity appears to be have been £500 less than in 2023. Perhaps there will be head room for an Autumn party. | SSM |
| 6. | Website, Communications and Ashley's other roles | <ol style="list-style-type: none"> 1. Website: Mark was thanked for taking over the running of the G&F Website. Ashley used HTML rather than a content management system. Mark is able to make simple edits such as adding documents, but not make significant changes to overall design. In the long term, it would be better to change the website over to a content management system when Mark has time. To be revisited once Mark has completed a current large project elsewhere. 2. Communication: Gerry to take over the newsletters. He will send a draft of his proposed format to directors. 3. Membership Secretary: We will keep two separate lists: Mailing List and Membership Lists. Both must comply with the Data Protection Act. 4. AV Support for AGM: Mark will put together the PowerPoint for the AGM. All those reporting at the AGM to send content to Mark. He has the laptop which can link with the hall's projector. 5. Defibrillator monitoring: Ray agreed to monitor the battery and replace when necessary. | <p>MB</p> <p>GR</p> <p>GR / BN</p> <p>MB</p> <p>RB</p> |

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| 7. | Allotments Report | <p>Michael reported that the allotment area looked good for Open Day. Tom Suffolk was thanked for being there on the day and giving information to visitors.</p> <p>The gate code has been changed. Michael is monitoring the numbers that use the gate code phone number.</p> | |
| 8. | Building Team Report | <p>We have two trade accounts, Champion and Chandlers. We need to change the treasurers address and company's address on these accounts.</p> <p>The pond bridge is unsafe. Rob suggests we demolish it until we have the funds to rebuild it. It was suggested we make requests to local councils and community funds for £500.</p> <p>Bruce, Tony and Rob have filled all the significant holes in the paths. We need to replaced three drainage gulleys. It was approved that Rob should by them.</p> <p>They have blocked a potential badger entry point.</p> | <p>SSM /RT</p> <p>RT GR</p> <p>RT</p> |
| 9. | Wildlife Report | <p>The NT have not been to view the silver birch. It was proposed that when Rob Grist quotes for the lime tree pollarding that we ask for a price for the silver birch branch removal. This quote could be passed on to the NT.</p> | <p>GR</p> |
| 10. | NGS Open Day Post Mortem | <p>A very successful day. Similar numbers to last year but in 3 hours which put significant pressure on car parking and teas. Final money will be sent to Cherry Trees and NGS. Amounts will be recorded at the next meeting.</p> <p>Do we want to do it next year? To be discussed in the garden and then a decision will be taken.</p> | <p>SSM / BN /GR</p> |

Next Meeting: Thursday 12th September 2024 7.30pm, Methodist Meeting Room.

Chairman: Gerry Robbins, Minute Taker: Beverley.