

## GRACE & FLAVOUR DIRECTORS' MEETING

Directors' Meeting 8 October, 2020.

Place:	Via Zoom
<b>Directors Present:</b>	Amanda de Haast, Ray Beard, Ashley Brown, Nicki Douet, Helena Stuart-Matthews, Bob Spackman, Michael Trower, Robin Satow, Rob Treble
<b>Chairman:</b>	Amanda de Haast
<b>Minute Taker:</b>	Robin Satow
Agenda Item	
<b>1.0 Apologies for absence</b>	– John Whitlock, John Fluker
<b>2.0 Minutes of last meeting</b>	Accepted as true record of proceedings
<b>3.0 Actions from last meeting</b>	
<b>3:1</b>	<b>Mulberry tree.</b> Bob agreed to repeat request for more woodchip to Rob Grist (failing whom, Simon Scott), but not until tipping site is freed of FYM. Bob also to request Rob Grist to remove remaining dead wood on mulberry tree. <b>Action – Bob.</b>
<b>3:2</b>	<b>Wildlife/pond.</b> Ongoing. Recent rain has raised water level, but Winter work to rationalise surrounding vegetation is still needed. Robin to continue to liaise with Gerry. <b>Action – Robin.</b>
<b>3.3</b>	<p><b>Rules &amp; regulations review (ongoing).</b> Ashley reported as follows –</p> <ul style="list-style-type: none"> <li>i. Fire assembly signs – he will put up on Saturday.</li> <li>ii. Fire exit signs – already in place.</li> <li>iii. H &amp; S – statutory sign- Bob has delivered to the potting shed; it is also now erected.</li> <li>iv. Ashley to put new (G&amp;F year) insurance Certificate in place – again, in potting shed.</li> <li>v. RAs (Risk Assessments) – plenty of comment received. Consider klaxon in place of whistle (Covid-19 hazard). Bell is in place.</li> <li>vi. 1<sup>st</sup> Aid box. Ashley to source, based on max. numbers present at any one time, along with “First Aid Point” sign and Accident Book (if present is not located). <b>Action – Ashley.</b></li> <li>vii. First Aiders. Only Ray on present “list”. Nicki is willing to be added, as she is first aid trained. Jane King (when she has returned to the garden) might also be asked. Ashley to appeal for more in next G&amp;F Newsletter. <b>Action – Ashley.</b> Red Cross offers 4-hour course @ £37.50 per participant; G&amp;F would pay for any new first-aiders to be so trained..</li> <li>viii. East wall RA, Rob advised that this is work in progress for Ashley to incorporate in overall review. <b>Action – Rob.</b></li> <li>ix. Pond RA. Newsletter also to remind allotment holders, as parents, that they have formal duty to supervise their children aged under 11. <u>If</u> fence is found to be needed, consider chestnut paling, but hand-gate would also be needed, and max. gap 4”/10 cms. Rob to purchase (budgeted for) 2 No. new notice boards, including for allotments, where same reminder to be displayed. Meanwhile, same notice to be displayed on existing allotments board (Amanda will produce heat-sealed notice). <b>Actions – Ashley/Amanda &amp; Rob.</b></li> <li>x. Bonfire. Location in context of insurance constraints discussed. <u>Agreed</u> that location in NW corner of main garden is OK, subject to careful management, and availability of water (preferably by hose connected to nearest water point tap). <b>Action – Robin.</b></li> </ul> <p>Ashley advised that, subject to the above relevant action points, the Handbook H&amp;S &amp; RAs content is now complete.</p>
<b>3:4</b>	<b>Summer pruning.</b> Ashley confirmed that this is complete, including weeding adjacent fruit trees. Next task is application of grease bands, which he will organise. <b>Action – Ashley.</b>

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<b>3.5</b>	<b>Tithe – summary for 2020.</b> Nicki advised that this can be considered to have been a great success, with a number of appreciative messages sent to several Directors, including Amanda; 372 bags delivered to 36 households over 11 weeks. <b>Action – Ashley</b> (to mention in Newsletter).
<b>3.6</b>	<b>Sale of produce at 12 noon on Saturdays.</b> Helena confirmed that this is going well, with up to £40 being received per Saturday. A “squash Saturday” is proposed.
<b>3.7</b>	<b>Covid-19 guidelines.</b> <u>Agreed</u> that no change is needed at present.
<b>3.8</b>	<b>“Pink” trailer.</b> Ongoing. <b>Action: Bob.</b>
<b>3.9</b>	<b>Pest control.</b> No (pest) activity requiring action.
<b>3.10</b>	<b>Handbook update.</b> – Nicki confirmed contributions still being received; final text will integrate with H&S content (see above). <b>Action – Nicki.</b>
<b>3.11</b>	<p><b>AGM – 26 November.</b> Confirmed that this will have to be “virtual”/by Zoom. Formal Notice &amp; Agenda to be circulated by 5 November (<b>Action – Ashley</b>). To be on website before meeting –</p> <ul style="list-style-type: none"> <li>i. Building team report (<b>Action – Rob</b>).</li> <li>ii. Head Gardener’s Report (<b>Action – John W.</b>)</li> <li>iii. Allotments Report (<b>Action – Michael</b>).</li> <li>iv. Accounts for G&amp;F year 2019/20. (<b>Action – Ashley</b>)</li> <li>v. Tithe Report (<b>Action – Nicki</b>).</li> <li>vi. Chairman’s Report (<b>Action – Amanda</b>)</li> <li>vii. 2019 AGM Minutes. (<b>Action - Ashley</b>)</li> <li>viii. Wildlife Report. (<b>Action – Robin to request from Gerry; also to ask if he would be willing to give a short presentation at the end of the formal meeting</b>).</li> </ul> <p>Meanwhile, Ray, Bob and Michael confirmed their willingness to stand for re-election as Directors.</p>
<b>4:0</b>	<b>Finance Report (Ashley).</b> (Allotments component to follow)
	Ashley talked the Directors through his latest report, covering the full G&F financial year just ended. Highlights included the remarkable holding-up of income during the pandemic (this has been remarkably consistent over the past 10 years at close to £7,200 pa). Underspend on expenditure. Projects to come – allotments drainage and E. wall “permanent” support.
<b>5.0</b>	<b>Garden Update (In John W’s absence, given by Ray)</b>
	<p>Remarkable variety of produce is currently available.          Pea cage “disrobed” today.          Winter veg. to be planted in South polytunnel.          “Formal” open &amp; close + watering regime has terminated.  <u>Agreed</u> to purchase of more mild steel bean supports for up to £100 (Trevor is arranging).          Further apple (and grape!) pressing proposed for next Saturday.</p>
<b>6.0</b>	<b>Allotments (Michael)</b>

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	<ul style="list-style-type: none"> <li>i. All Agreements for 2020/21 returned, signed, and payments made.</li> <li>ii. Michael &amp; Ashley now to meet reps. of both PCs. (Action – Michael/Ashley)</li> <li>iii. Two now on waiting list, following successor accepted to one vacancy recently created.</li> <li>iv. <u>Agreed</u> to advise allotment holders - a skip is proposed for November. (Action – Michael – e-mail to allotment holders).</li> <li>v. FYM. Michael to e-mail all allotment holders, as several have already asked about availability. (Action – Michael).</li> <li>vi. Drainage – to be carried out when cropping completed (aim for January).</li> </ul>
<b>7.0</b>	<b>Website &amp; Communications (Ashley)</b>
	<p>Ashley is shortly to circulate “Active Members’ Newsletter”. (Action – Ashley).            Two new Members have recently joined (Bob to supply Tony Elliott contact details to Ashley); two more – possibly three – may do so after visit this coming Saturday.</p>
<b>8.0</b>	<b>Building 23 November. Team (Rob)</b>
	<p>Re-setting of all N. &amp; W. wall coping stones, including new stones on 3 pillars is now complete.            Major crack close to NW corner has been rebuilt.            Additional re-pointing also completed.            Drainage system rodded (additional investigation &amp; possible repair needed).            Gates have been refurbished.</p>
<b>9.0</b>	<b>Incinerator.</b>
	<p>Particularly useful for burning bindweed in fruit cage. <u>Agreed</u> Bob to purchase replacement for c. £30. Action – Bob.            Fruit cage weeding – Bob is hoping for same help as in 2019 from the same three ladies! Aphids noticeably less present on fruit above weeded areas of soil.</p>
<b>10.0</b>	<b>AOCB.</b>
	<ul style="list-style-type: none"> <li>i. Robin advised that Sarah Archer (NT) would like to visit the garden – 2 pm on 2 November.</li> <li>ii. <u>Agreed</u> to hold pre-AGM Zoom “rehearsal” on 12 November. Action – all those contributing – see 3:11, above. Ashley to request all G&amp;F Members proposing to attend, to advise him (to ensure Zoom attendance) by 23 November.</li> </ul>

Meeting concluded at 2050 hrs.

Date of next meeting:

AGM at 7-30 pm on 26 November, together with pre-AGM “rehearsal” (see above)

Chairman: Amanda de Haast

Minute taker: Nicki Douet