

**Capel St Mary Allotments Association**  
**Minutes of General Committee Meeting**  
**Monday 16 Jun 2025**

Present: SB, CH, DA, AA, TS, GC, WR, MD, RB, MR, DS

Apologies: PH, ML

**ACTION**

**1. Matters Arising from General Committee Meeting – 3 May 2025**

- Machinery Shed – awaiting costings from ML on container/hard standing. To be discussed at next meeting when ML present to decide if actually required.
- ManCom Meeting – PC very positive and complimented and thanked the Association on the condition of the site. They agreed to a tool shed being put in place.

**2. Treasurer and Membership Secretary**

- Grand total cash £22,521.16      Total available cash £20,430.66
- Rotovator fund £1,315.97      Site Capital fund £1708.88
- Mower Fund £6,416.00
- Membership
  - Membership Year started (Sept 2024) with 373 paying and 3 honorary members. There are 34 new members to date and 41 resignations therefore current numbers are 366 paying members and 3 honorary.
- Hut sales 2025
  - Sales to date £21,72.00      Hut Purchases £10,865.00
- **Comments from Committee on report:**
  - There were no comments on the Treasurer's Report

**3. Reports**

• **Site Manager**

- ML apologised for his absence and thanked DA and other Committee Members for their work on site.
- Site is full and have a few on waiting list for plots / polytunnel plots.
- Keys – ML has had 2 sets cut. MD and SB require keys, ML to issue to them. ML
- Pests – currently no evidence of any on site, although we may have a fox visiting.
- Car park repairs – awaiting one further quote. ML
- Septic tank – to be emptied by 6 June.
- Covered area for main hut – suggested this would provide shelter from poor / hot weather. ML does not wish to take the lead on this project but happy to assist.
- Wheelbarrows – many in poor condition and ML proposed we replace 10/20 at a cost of between £85/125 each.
- Communal tool shed- ML would like to erect a shed for general tools that could be used by plot holders and ensure the existing tool shed is just for Committee Members.
- Urinal – ML has suggested installing an outdoor urinal behind the toilet.
- Autumn Work In – ML suggested changing the date to 26<sup>th</sup> October rather than 19<sup>th</sup> as he is away for a month and not back until 18<sup>th</sup> October.
- Polytunnel cover – this is beginning to age and ML suggested it may be worthwhile replacing in the next 12 months.
- **Comments from Committee on report:**
  - Car Park – SB suggested that if anyone knows of any contractors they provide details to ML and also ML to ask PC if they have a list of preferred contractors. ML/ALL
  - Wheelbarrows – Committee agreed to purchase of 10 new red wheelbarrows. ML to action. ML
  - Tool Shed – Committee approved erection of this. ML
  - Urinal – after discussion the Committee felt this should not be progressed but maybe investigate possibility of a biodegradable toilet as grants may be available

for this option.

- Autumn Work In – Committee felt this should stay as 19<sup>th</sup> as moving it to 26<sup>th</sup> would take it into half term. Also need to hold it prior to ManCom Meeting in case there are issues to be discussed. Jobs to be collectively agreed in advance with ML. **ML/ALL**
- Polytunnel cover – ML to get some quotes and discuss at next meeting. **ML**

• **IT**

- Village Show – most tasks now completed in readiness for the Show and remainder to be actioned. **MD**
- Meeting report template – Issued to Committee Members and they should now be using. **ALL**
- Hut price list updated.
- Email re car park to be sent on confirmation of date work to be actioned.

• **Stores Manager / Hut**

- DS thanked all who had assisted with the hut, deliveries etc.
- DS confirmed we had received a larger order of compost and many other items.
- DS asked those working on the Hut to ensure compost covered and doors including garage securely locked when finished. **ALL**
- Salt delivery – due on Friday 21 June and DS asked for help with this. SB/MR offered to be there to unload.

• **Seed Scheme / Capel Capers**

- All quiet on seed scheme at present.
- Capel Capers – submissions made for these

• **Village Show**

- Schedules delivered and spare copies in Hut.
- Show reminders / request for help to be sent in August. **WR**
- Tables – WR has investigated the options for refreshment tables.
- **Comments from Committee on report:**
  - Tables – Committee agreed to purchase of 5 x round tables and 4 x rectangular. **WR**

**4. Picnic On The Plot – 26 July 2025**

- DS / RB to organise games. **DS/RB**
- No quiz this year but Bingo instead so younger guests ca also participate – TS or source bingo machine. **TS**
- GC/EC to arrange raffle. **GC**
- DA/AA to do the Scarecrow Tavern and AA to arrange drinks licence. **DA/AA**

**5. Any Other Business**

- CH thanked the Committee for his retirement gift and the kind words etc at the AGM.
- Hoses in polytunnel – these are in need of replacement. RB to get quotes / source. **RB**
- Should we have a suggestion box for ploholders at the shop and also a suggestions email.
- DS had replaced faulty security light and actioned an electrical plan for the site. DS to provide TS with a copy for our records. **DS**
- Precinct flowers – PC emailed to say they will be collected / placed on site later this week.
- Still need a new padlock on existing tool shed and replace tools that have gone missing. Committee agreed we should change the padlock number on this shed and wood shed so only accessible by Committee Members. **DS**
- Wildlife Area – no visits this year and water levels currently low so next visits will be in 2026.
- Plant sales – very successful this year but for next year a rota to be set up for planting / pricking out / watering etc to be set up so more people involved. RB to oversee planting etc. AA offered to help with rota. **RB/AA**
- Hut duties – anyone doing the Hut to check and restock as necessary and if unable to do so ensure DS/RB know what needs doing so they can put out a message for help to ensure re-stocked prior to next session. **ALL**

Meeting closed at 9.00 pm

Date of next meeting: 28 July 2025

Circulation: General Committee Members and notice board.

Signed.....