

COTTONMILL AND NUNNERY ALLOTMENT ASSOCIATION

Minutes of the Committee Meeting on Tuesday 15th May 2018 The White Lion, Sopwell Lane, St Albans

PRESENT:

Keith Reynolds (Chairman)
Terry Beckett (Cottonmill Plot Officer, Treasurer)
Janet Wyatt (Secretary)
Michelle Mackenzie (Facebook Administrator, Cottonmill Site Representative)
Jane Ridge (Nunnery Site Representative)
Jane Fookes (Newsletter Editor) (JfK)
Paul Littlewood (Ver Project Sub-group)
Helen Littlewood (Ver Project Sub-group)

APOLOGIES:

Juliet Foxwell (Website Developer and Administrator) (JfX)
Erica Weindorf (Project Officer)
Maria Jose Martin (Sopwell Plot Officer and Site Representative)

1. MINUTES OF THE LAST MEETING

The minutes of the meeting on 17th April 2018 were agreed as an accurate record. These will now be placed on the CNAA website.

2. ACTION UPDATE and MATTERS ARISING

The Open Day held on 22nd April was attended by about 20 visitors and was well received. It was suggested that we could offer another open day maybe in the Summer.

3. REPORTS

3.1 Cottonmill

There is one vacancy and two on the waiting list for specific plots.

3.2 Sopwell

One vacancy, nine on the waiting list and five on notice.

3.3 Nunnery

Two vacancies on N1 and one on the waiting list. No vacancy for N2.

The Committee notes that SADC has listed all above sites as having closed waiting lists if applicants go to the website. This is unacceptable and will

form one of the issues raised with SADC as a matter of urgency. **Action KR**

3.4 Communications - Facebook, Website & Newsletter

- Facebook- MM has posted a link to the Council website to encourage people to complete the questionnaire.
- News Letter-the aim is to send this out on 20th May to members. **Action JFk, JW.** It is felt that it should be placed on the open section of the website to reach non-members with an update on the Ver Improvement Project and encourage participation in the Council's questionnaire. It was agreed that notices should be displayed at sites urging non-members to go to the website to get the latest information. **Action - JR, MM, MJM.**
 - The main messages to convey are that the Project is in an early stage, not yet at a formal engagement or consultation stage.
 - We should require that the waiting lists are re-opened and then wait and see

3.6 Treasurer's Report, including membership update.

- Membership is 96 (including one life member). Cottonmill has 56, Nunnery 1 has 13, Nunnery 2 has 21 and Sopwell Mill has 6 members. As of 15th May income was reported as £960 with one amount of £10 as an overpayment on membership fees that TB is resolving and expenditure to date is £80 which is for two hires of the Sub-aqua Club.

4. Data Protection

The new General Data Protection Regulations are coming into force on 25th May. JW took an action to draft some wording for circulation to the Committee to develop our statement to be sent to all members. **Action JW**

5. River Ver and Verulamium Lake Improvement Project

- Committee members asked to be kept in the loop when major documents were being circulated within the Sub-group. **Action KR, PL**
- A letter should go to the Council requesting that waiting lists are opened and this is to be circulated prior to being sent to the Committee for comment.
- The letter to the Herts Advertiser has generated an invitation for KR to attend a meeting with representatives of the EA and SADC.
- Encouragement to everyone impacted by the proposals to complete the Council questionnaire and other letter writing or lobbying activities.

- KR gave a run-through of his presentation from the AGM, details of which are given in the AGM minutes.

AOB

MM has been given the green light for the food-bank collection to continue. There are certain provisions (labelling of site of origin and keeping separate from commercial products). **MM to contact JR/MJM on logistics.**

Summer Show date. With a break from tradition this will be held on 19th August to allow for some different crops to be judged. The category list will need revision before that date and will then need to be publicised.

Action-JW to book Sub-aqua Club

NEXT MEETING

Tuesday 17th July 2018, White Lion, Sopwell Lane. 19-30 start.

ACTION LIST

May Newsletter	Finalise and then circulate to members by 20 May	JFk/JW	
May Newsletter	Place on Facebook and public part of website	MM/JFx	
Posters at sites	Put up notices urging everyone to check out Facebook and Website for information on Ver Project	MM/JR/MJM	
Photos	More wildlife photos are needed for Facebook and Website	All	
Data	Draft CNAAs statement on new GDPR and circulate to Committee	JW	
Ver Project	Circulate main documents to Committee	KR/PL	
Closed Waiting Lists	Circulate letter to Council to Committee before sending	KR	
Food-bank	Contact JR and MJM for collections to resume	MM	
Summer show	Date of 19 August agreed and Sub-aqua club booked	JW	

