

# **COTTONMILL AND NUNNERY ALLOTMENT ASSOCIATION**

## **Minutes of the Committee Meeting on Tuesday 5th February 2019 The White Lion, Sopwell Lane, St Albans**

### **PRESENT:**

Terry Beckett (Cottonmill Plot Officer, Treasurer)  
Janet Wyatt (Secretary)  
Jane Ridge (Nunnery Plot Officer/Site Representative)  
Michelle Mackenzie (Facebook Administrator, Cottonmill Site Representative)  
Erica Weindorf (Project Officer)  
Paul Littlewood (Ver Project Sub-group)

### **APOLOGIES:**

Keith Reynolds (Chairman)  
Maria Jose Martin (Sopwell Plot Officer/Site Representative)  
Juliet Foxwell (Website Developer & Administrator)  
Jane Fookes (Newsletter Editor) (JFk)  
Helen Littlewood (Ver Project Sub-group)

## **1. MINUTES OF THE LAST MEETING**

The minutes of the meeting on 2nd October 2018 were agreed as an accurate record with one amendment under AOB. These will now be placed on the CNAA website.

## **2. ACTION UPDATE and MATTERS ARISING**

KR took an action to chase-up a meeting with SADC and EA over the Ver project. **Action - JW to ask KR if this was done.**

## **3. REPORTS**

### **Treasurer's Report**

This is an attachment to these minutes.

### **Membership**

At the time of the meeting the membership was 108 including one life member. Cottonmill has 65 members, Nunnery 1 has 14, Nunnery 2 has 22 and Sopwell has 7 members.

### **Cottonmill**

There were 6 vacancies at 4th February but 3 have been allocated. No waiting list information available.

### **Nunnery**

There is one vacancy on Nunnery 1 and two on the waiting list. No vacancies on Nunnery II two on the waiting list.

### **Sopwell**

No report available.

### **Communications.**

- Facebook page is being used - nothing unusual to report.
- A Newsletter is due in March and content identified at this meeting will be passed to JFk by JW. **Action: JW**
- JFk will not be standing for the Website Administrator position at the AGM and the Committee is actively seeking a replacement to maintain the website. An email will be sent out to members listing Committee vacancies and asking for nominations. The job description is to be supplemented with reference to the technical skill level. Jane Ridge has offered to learn how to do the tasks required to keep the Website active in case no-one steps forward. **Action: JW to contact JFk to ask for guidance on the skill level and if JR can receive some training.**

### **4. AGM**

- The CNAA Constitution requires that Committee Officers and Members can serve for three years and then must stand down but can put themselves forward for re-election. To keep track of when these three year periods are reached JW extracted information from previous AGM minutes as follows:

Elected in 2016 and therefore standing down this year.

Chair - KR. Willing to stand again

Facebook - MM. Willing to stand again

Cottonmill Site Rep. - MM

Nunnery Plot Officer/Site Rep - JR. Willing to stand again

Website Administrator - JFk

Elected in 2017

Treasurer - TB

Cottonmill Plot Officer - TB

Newsletter Editor - JFk

Elected in 2018

Secretary - JW

Project Officer - EW

Sopwell Plot Officer/Site Rep

- TB has found the Cottonmill Site difficult to serve as the Plot Officer without assistance which has been provided informally by PL and this has proved a very good arrangement. MM does not wish to stand again as the Cottonmill Site Representative and it was suggested at the meeting that the roles of Plot Officer and Site Representative

should be combined as happens at Nunnery and Sopwell. Because of the size of the Cottonmill site it was agreed that it would be appropriate to create an Assistant Plot Officer position to replace the Site Rep. It has been discussed before that there was a lack of clarity about the two roles and it was suggested that it could be proposed at the AGM to simply have the role of Assistant Plot Officer at Cottonmill. PL said he would be willing to stand for this position.

- An email will be circulated to members reminding them of the date of the AGM, supplying the minutes of the 2018 AGM and setting out the vacant positions and where current Committee members are willing to stand again. This email will put details of the Web Administrator position with a big plea for someone to step forward. Any nominations must be supplied with details of the member being nominated and the names of the members proposing the candidate and seconding the proposal. All nominations must be received no later than 14th April which is 14 days before the AGM on 28th April. **Action: JW**
- The information sent out in the email about the AGM will be placed in the Newsletter and on the Website. **Action: JW, JFk.**
- 2018 Accounts- EW will not act as the scrutineer as she is now on the Committee. Scott Bailey will undertake the review with Alison Shipperlee. JW will send out the accounts once reviewed to members before the AGM. **Action: JW**

#### **5. NAS Membership, insurance implications and data requirement.**

- It was agreed that although the NAS has recently changed its benefits to provide some liability cover for members, TB has looked in depth at the cover offered and concludes that it falls short of the cover required by CNAA and cannot be relied upon to cover, for example CNAA public events. **Action: TB will re-new the CNAA policy.**
- CNAA's Affiliation to NAS is conditional upon supplying the name, email home and email addresses for CNAA members. JW has issued an email explaining that members should not re-new subscriptions on April 1st if they object to this data being supplied and has had no concerned or negative responses. The membership form is being amended to state this clearly. **Action: TB.** The CNAA privacy statement is to be amended to reflect this requirement. **Action: JW to insert amendment and circulate to Committee Members for comment.**

#### **6. RIVER VER AND VERULAMIUM LAKE IMPROVEMENT PROJECT**

- Simon Grover attended a Council Environmental Scrutiny Committee and agreed to take forward questions and concerns for members. JW issued an email on behalf of CNAA setting out views on the revised proposal and a number of members sent

detailed emails to SG. **Action: JW to contact SG to get feedback from this meeting.**

- Members were also encouraged to respond to the SADC questionnaire about the proposed move from Cottonmill and new site. Some members felt uncomfortable responding as it assumes the project at Reach 4 will go ahead with little opportunity to make comments that challenged this assumption. This will be brought to the attention of Dan Flitton on behalf of CNAA. **Action:JW**
- There has been no publication of the formal outline proposal as it is still referred to as draft. **Action: JW to follow this up with Dan Flitton**

## **7. MARCH NEWSLETTER CONTENT**

- Membership form and reminder due 1 April
- Updated privacy statement and reminder that data to go to NAS
- Ver Update (will be supplied nearer publication date). Insert CNAA sub-group position statement either as already issued or amended. Thanks to those who sent to Simon Grover and also who filled in Q'aire. Urge members to take advantage of any local elections to lobby candidates about the proposals.
- AGM - date 28th April 2019 - 11-00 at Sub-aqua club. Bar open afterwards for informal get-together.
- Vacancies-nomination details - see 4 above.
- Sustainable St Albans 11th May to 1st June. Cottonmill allotment open to the public on 12th May - 11-00 to 14-30. Refreshments provided by Cottonmill and Sopwell Hub. **Action: MM to send JFK details.** Nunnery may be open - **JR to advise when she is clear on her availability.**

## **AOB**

- NAS AGM - invitation to attend - under discussion with TB.
- TB is proposing that CNAA replaces the very heavy tables used for its events with lightweight one. **Action: TB to provide details of costs but in principle Committee thought this should be taken forward.**

## **NEXT MEETING**

To be arranged by email for suggested for May 2019.

## Action Summary

Ver project	Ask KR if he arranged meeting with SADC and EA	JW	
Web Administrator	Ask JFX the skill level required and can JR receive some training as a back-up.	JW	
March Newsletter	Advise JFk of content	JW	
AGM	email to members about date, listing vacant positions, details of web admin position and asking for nominations. Include minutes of 2018 AGM. Same details to go onto website	JW JFx	
Accounts	Scott Bailey to replace EW. with Alison Shipperlee. Once scrutinised to be sent to members.	TB JW	
CNAA Insurance	Approved for re-newal	TB	
CNAA Privacy statement	To be amended to reflect release of data to NAS and circulated for comment	JW	
Membership form	To be amended to reflect release of data to NAS and circulated for comment	TB	
Ver Project	Contact Simon Grover to get feedback from Environment Committee, Dan Flitton for update on formal proposal release and to comment on Q'aire	JW	
Allotment open day	Send details of Hub to JFk for Newsletter. Advise if Nunnery can be open	MM JR	

Tables	Source some lightweight tables with a view to replace current stock	TB	
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