

# **COTTONMILL AND NUNNERY ALLOTMENT ASSOCIATION**

## **Minutes of the Committee Meeting on Wednesday 15th October 2019 The White Lion, Sopwell Lane, St Albans**

### **PRESENT:**

Keith Reynolds (Chairman)  
Terry Beckett (Cottonmill Plot Officer; Treasurer)  
Janet Wyatt (Secretary)  
Michelle Mackenzie (Facebook Administrator)  
Jane Ridge (Nunnery 2 Plot Officer)  
Brian Gilson (Nunnery 1 Plot Officer)  
Erica Weindorf (Project Officer)

### **APOLOGIES:**

Paul Littlewood (Assistant Plot Officer, Cottonmill)  
Jane Fookes (Newsletter Editor)

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

The minutes of the meeting on 12th August 2019 were agreed, with one addition, as an accurate record. These will now be placed on the CNAA website.

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

EW updated the Committee with the name of Kings Seed representative who spoke at the National Allotment Society AGM in June as Andrew Tokey.

Ver Project- **Action-KR** will send a letter to Dan Flitton to emphasise the need for clarity on the plan for Cottonmill and whether it would go ahead at all. CNAA needs to prepare an up-date of its position statement and this will be referred to the Ver Project Sub-group. **Action-JW**

Amendment to the Constitution to clarify limits of CNAA's responsibilities- to be on agenda for next Committee Meeting and Committee Members will be asked to suggest wording for AGM. - **Action JW** to put onto agenda for next Committee meeting.

Reminder email to be sent out to members about seed orders. **Action-JW**

## **3. REPORTS**

### **Treasurer's Report**

The Treasurer reported an income of £2914 at 15th October 2019, £1050 of which comes from membership fees and £1664 has been received for

compost orders. Expenditure of £1954 to date including payment to Aylett's for the compost. With the balance brought forward from 2018 the account shows a balance of £3031.

### **Membership**

At the time of the meeting the membership was 117 including one life member. Cottonmill has 72 members, Nunnery 1 has 13, Nunnery 2 has 22 and Sopwell has 10 members.

### **Site reports**

#### **Cottonmill**

There are five vacancies and six on the waiting list.

A report of theft of fruit from within a fruit cage on a plot has been reported to Phil Bruce-Green and the Council is addressing the matter. Action-TB to talk to PB-G about options to improve security around the site.

The new fire rules were checked with PB-G who confirmed that it is permitted to hold fires after noon on Tuesday and Saturday from the beginning of March to end of September.

#### **Nunnery 1**

There is one vacancy and seven on the waiting list.

#### **Nunnery 2**

There are no vacancies and six on the waiting list.

#### **Sopwell**

There are three vacancies and four on the waiting list.

Maria Jose-Martin has decided to step down as the Sopwell Plot Officer and two plot-holders have come forward who wish to share the role. This is still under discussion and when the details have been agreed they would be co-opted to the role pending formal nomination at the next AGM.

## **4. COMMUNICATIONS.**

- JF, who has been producing excellent Newsletters, regrets that due to pressures from other commitments she is not going to be able to continue at the Editor beyond the next AGM. BG is going to speak to someone on Nunnery who might be interested in the role. JF has confirmed she is happy to provide training until she resigns next year.  
**Action BG.**
- It was suggested that a column in the Newsletter for children and maybe written by some children might be useful in engaging with the younger allotmenters.
- Agreed to store standard forms, category list etc on the website so that they can be accessed for future years and prevent wrong versions being

used and hunting around for who has a copy. Need to be editable i.e. not in pdf.

- KR has been asked to contribute to more Radio Verulam broadcasts about allotmenting following on from his presentation with Jonny Seabrook and he is going to use this as an opportunity to keep the issues of the Ver Project in the public sphere.
- KR is attending an event with Affinity Water through his membership of the Ver Valley Society and will use this to network about the Ver Project issues.
- Request for payment for the website hosting is going to Juliet Foxwell. **Action-TB** to ask Juliet to inform the company to change the contact details to his email address.
- Send email to members to encourage use of website and remind them of password. **Action JW.**

## 5. AUTUMN FESTIVAL

- Sub-aqua Club is booked from 13-00 to 17-00 on 27th October and the Festival will run from 14-00 to 16-00.
- The afternoon will include largest pumpkin (circumference), best gourd, best carved pumpkin, best sweet and savoury produce, children's games. There will be tables for anyone wishing to sell or swap their produce. If John Boden is there he will be asked to give advice on summer show entries in the bar. **Actions-** Decorations and prizes will be purchased by MM. Need to have tape measure and paper slips for voting.
- Advertising - **Actions-**MM will put together some wording for Facebook and website and JW will send out in email format. MM will send to KR, BG and JR who will create posters for display at sites.

## 6. SUMMER SHOW 2020

An informal meeting on 5th September discussed how we can improve organisation for the Show next year and encourage more entrants. Only 16 plot holders entered in 2019 with a total of 113 different entries. JW prepared a list from this discussion that is presented at this meeting to agree actions. The proposals for streamlining and improving the Show fall into four main areas: more time for preparation, encouraging more entrants, using website better, procedures on the day.

### Preparation

- Set date for show much earlier and publicise the event well in advance, e.g. at the AGM. **Action** JW to book Sub-aqua Club for 6th September 2020.

- Checklist is useful but should be reviewed much earlier than we did this year. The checklist could usefully be expanded, adding a clipboard for scorers for example.
- Essential to have the Saturday evening for setting up and we need to keep the old heavy tables.
- Try to advertise the event more widely to generate interest outside of members and get the Herts Ad involved. **Action (not assigned)** -to check with Sub-aqua Club about its insurance position if non-members are invited to the Show.
- Posters to be put up at least 2 weeks in advance at sites.

#### Encouraging more members to submit entries.

- To encourage more members to enter even if they only have a couple of items there should be a prize for first in each category. An example might be a £5 voucher for each first in a category. This would cost £130 and if Aylett's are able to support the event with its usual contribution this would off-set some of the cost but CNAAs would still need to subsidise the cost even if it increased the income from entries. However, the Raffle has proved a good way to generate income that could be used for this subsidy. **Action all**-Defer for further discussion.
- Clarify the rules that mean that score totals are only based on the top 8 results so giving some chance for others who don't have as many entries.
- The Veg Basket to be re-named the Produce Basket to include fruit as well as vegetables.
- Review of categories as soon as possible to be more inclusive. Examples include a category for eggs and one for 'Salad Bowl'. **Action-JW** to circulate category list.
- Promote John Boden's advice to entrants. John has agreed if he is well enough to attend that he would hold a 'surgery' at the Autumn Festival and maybe also after the AGM for anyone wanting general or specific advice.

#### Using the website to better effect.

- Develop 'Print Your Own' entry cards which TB has worked up as a prototype. **Action TB** to circulate to members for comments.
- Entry forms and entry cards to be put onto website.
- Advice to entrants to be put onto website
- Store standard forms, category list, score sheets etc on the website so that they can be accessed for future years and prevent wrong versions being used and hunting around for who has a copy. Need to be editable i.e. not in pdf.
- Michelle designed good posters for 2019 and if these are created as a generic version they could be put onto the website to be

adapted for future shows. **Action MM.** Also, draft of standard emails that give details of start time and entry fee etc could be included. **Action JW**

Procedures on the day

- Assign competitor numbers to each entrant as this would make it easier for those assisting with recording the judges decision and scoring.
- Re-schedule so that there is ring-fenced time (e.g. 13-00 to 13-30) for people to view all of the entries before the announcement and prize giving. Only then can people take away their entries. This will extend the length of the show and would link in with some sort of lunch being provided, some sort of snacks to tide people over? Or could we organise a BBQ either at the club or at the Cottonmill site?
- Tighten-up on checking that all entrants are members.

**NEXT MEETING**

**To be arranged**

**Action Summary**

|                         |  |    |  |
|-------------------------|--|----|--|
| Ver Project             | Letter to Dan Flitton.                                   | KR |  |
|                         | Up-date of position statement by Sub-group               | JW |  |
| Constitution Amendment  | To be on agenda for next meeting                         | JW |  |
| Seed order              | Reminder email to members                                | JW |  |
| Newsletter Editor       | Speak to possible replacement                            | BG |  |
| Website                 | Standard documents to be loaded for safe storage         | JR |  |
| Website hosting invoice | Ask Juliet Foxwell to arrange change of email to TB's    | TB |  |
| Website use             | Email to members to encourage use and remind of password | JW |  |

|                  |  |     |  |
|------------------|--|-----|--|
| Autumn Festival  | See actions at 5 above   | MM  |  |
| Summer Show 2020 | Book Sub-Aqua Club for 6 Sept 2020                                 | JW  |  |
|                  | Check Club's insurance for inviting non-members.                   | ?   |  |
|                  | Circulate category list to Committee                               | JW  |  |
|                  | Revisit idea of all category first prize winners receiving voucher | All |  |
|                  | Circulate 'print your own' entry card to Committee.                | TB  |  |
|                  | Prepare generic poster to go onto website.                         | MM  |  |
|                  | Prepare generic emails,  | JW  |  |