

TTAA Committee Meeting Minutes

26th August 2023 10:00 am

Attendees (5):

Gillian Turnbull(Chair), Helen Fetzer(Treasurer), Tom Dyra (Field Secretary), Kathy O'Donnell(Secretary), Terry Young, Nela Pavlovic Tait, Edward Pitson

1 Minutes of TTAA Extraordinary Meeting of 13 August 2023.

- 1.1 Minutes were approved with adjustments to attendees. Note a few action items to be reported on:
 - .i 12.1 Insurance certificate (**Helen**)

2 Plot Audit Review / Action Chair.

- 2.1 Gill and Tom completed the audit of the plot review. The initial review indicated 3 plot holders not renewing for 2023-34. One additional plot holder is giving up 1 of 2 plots
- 2.2 Gill stated a number of termination notices have been previously attached to sheds as a number of plot holders have not replied to WhatsApp or email contact.
- 2.3 Gill and Tom presented a summary of 21 plots identified with poor cultivation patterns, breaking rules or other concerns that had been previously discussed with plot holders. The committee members discussed each plot holder individually and agreed on the following actions. A confidential summary has been given to committee members.
 - .i One plot holder has been cultivating 30 poles and will be required to reduce to 20 poles. Additionally, the plot holder will be required to reduce the size of 2 sheds by half.
 - .ii A number of plot holders will not be allowed to renew their subscription as their plots have been under or not cultivated or appear to have been subleased to others.
 - .iii A number of plot holders have had ill-health over the year and have been given a warning and conditional renewal for 2023-24. A review of the situation will take place over the year
- 2.4 Gill will follow up with the decisions of the committee in advance of September 3rd Rent Day (**Action: Gill**)

3 Future Plot Audit structure/committee participation/schedule Refer to "Rules" 3.12, 14.2, 14.3

- 3.1 Gill proposed that committee members take up the role of plot auditors in their local plot districts to introduce a continual potholder's engagement.
- 3.2 Gill will mark up the plot diagram map designating what committee member has responsibility over what plot (Action: Gill)
- 3.3 Kathy discussed 'Audit Processes' which are now in approved TTACIC Rules 3.12, 14.2 and 13.3. Plot Audits are held twice per year(March and August), plus a mini audit in the summer. Where audit of plots indicates problems, auditors should bring the issue to the committee for action, which often requires formal 'first notice' to the plot holder, including what action and time frame is required to rectify the issues. If the problem is not corrected by the August audit, 2nd notice and or notice to terminate should be issued.

4 Website cost proposal

- 4.1 Kathy presented website costs which were summarized in WhatsApp. The committee discussed and approved the cost. **(Action Kathy)**
- .i The cost over the 51 months is £149.18 upfront + (approx.) £12.33 for year 2-4 for domain or £46.50/year.
 - .ii The cost comes down to buying a domain, web hosting, security features, email and other bits if you're an e-commerce, etc.
 - .iii I have looked into a range of web hosting providers, reviews, cost and features. I recommend we use Hostinger –
 - .iv Premium Web Hosting 48 month plan(+3 months free). Plans features at <https://www.hostinger.co.uk/web-hosting>
 - .v The normal cost the £575 upfront. After year 4, we can migrate to a new provider and get a better deal (typical) or negotiate with Hostinger a lower rate.
 - .vi Domain: ttacic.org
 - .vii Hostinger Plans – choose Premium Web as it comes with email and WhoIS privacy.
- 4.2 Follow-up: Website completed for 1 September release and rent day

5 Update on CIC Submission

- 5.1 Helen reported that signed CIC Documents have been submitted to Dale, our accountant
- 5.2 Follow-up: Helen reported Thomson Terrace Allotments C.I.C. is now incorporated on 30 August 2023: Company Number 15105874

6 Update on Rent Day Prep – 3 Sept, 8:00 – Noon

- 6.1 Helen discussed preparations for Rent Day. Forms, rules and constitution have been printed and are in the shed for use by those who require forms outside Rent Day. Helen requested committee members attend the day. **(Action All)**

7 Preparation for AGM

- 7.1 Kathy requested that Committee members submit a list (with the cost where possible) of items requiring investment for the treasurer's use in advance of the AGM. This may include new landscape equipment, repair of landscape equipment, or repair of the main shed or metal shed (roof). The cost may influence whether the plot subscription is increased for 2024-25. **(Action All)**
- 7.2 Kathy required that any change to TTACIC Rules and TTACIC Constitution should be made as a resolution and presented to AGM for approval. **(Action: ALL)**

8 Next Field Work Party – Saturday 2 Sept to Note

9 AOB

- 9.1 No other business

Meeting Adjourned 12:00.

Next Meeting TBD

Kathy O'Donnell
TTAA Secretary