



Bishop's Waltham Gardening Club



Registered Charity No.
1169353

Minutes of Meeting held Monday 21 October 2024 at The Shed 7:30 pm

Present: Anthea Mabey (AM), Dave Bennett (Chair) (DCB), David Bushby (DB), Gill Williams (GW), Larry Mabey (LM), Linda Haysom (LH), Maewyn Cumming (MC), Nicole Jones (NJ), Ron Haysom (RH), Alison Perry (minutes) (AP), Gill Hamill (GH), Kate Cassell (KC).

1. Apologies for absence

Robin Breach (RB)

2. Minutes of previous meeting

No further amendments – minutes confirmed.

3. Actions list

See updates under individual items.

NJ still requires help for social – trustees offered help. To bring flowers and foliage to NJ at Shed for Sat

NJ confirmed that there is no VAT on coaches so costs for trips put forward at Sept meeting still stand.

Funding – ongoing - All to think of projects not improving BWPC assets that we could apply for funding for.

4. AGM Wed 22/01/25 - St Peters Church Hall

Room has been booked. **ACTION** – GW to confirm timings – 6.45 for 7 start.

Cheese, wine, nibbles to be there – LH has wine, **ACTION** - GW to get cheese.

ACTION – ALL to send bullet points on areas of responsibility to AP and DCB for Chairs Report – by 01/12/24. Period is Oct 2023-Sept 2024.

5. Finance

LH has sent around papers and reports for each Trustees budget responsibility.

DB queried what the plan was for money in the account. Confirmed that prior to the AGM finance committee need to settle reserves policy, and in year contingency fund. **ACTION** – Finance Committee to discuss in Nov mtg. It was confirmed that the Charity Commission requires that you have enough in reserve for emergencies.

Query regarding Budget Statement for Annual Show – LM/AM – concern with lack of flexibility, LH confirmed that this shouldn't be an issue and budget setting may need to be updated at review time. Budgets are not intended to be restrictive. **ACTION** - Show Committee meeting to be moved to before trustee meeting so that anything needs trustee approval can be timely.

6. Membership

Currently at 338 members, 34 still to pay membership fees. Anyone who hasn't paid by 10/11/24 will be sent a letter to say no longer a member, most of these are not allotment holders. **ACTION** - DB to put reminder on social media about subs due for membership. Discussed effect of leaflet job – unconfirmed, have had 6/7 new members, but 2 of these from the Greening Fayre.

65/70% have paid by BACS which is great, most others via card at shed. Discussed option to put letterbox at shed to collect cash/cheque payments, membership forms etc – **ACTION** – MC to investigate letterbox.

7. Trading

Really good. Made profit on refurbishment and sale of tools.

Scaffold planks - £250 outlay, profit of £200 so far, some still to sell, should make £500.

LM confirmed that he would order stock now for next year – to get at this seasons prices

8. Allotments

These are ticking over nicely; bad plots are in hand. Currently 5 people on waiting list.

Request for a community plot – trustees discussed and decided would need all to be members and a main member who would organise this. Lots of questions about this so general feeling was that Trustees were not minded to accept this based on current info available. Reconsider if logistical information provided.

9. Allotments - maintenance

Payback – disappointing – quality and quantity not that good, struggled this year, rather not set out a formal agreement at present. **ACTION** - KC to write letter saying disappointed with payback offering recently but we are interested in a long-term commitment.

Barry Nicholls (BWPC/Farmer) offered to cut middle hedge at a cost.

Spoil from ditch has created a bank around orchard and soil for raised beds,

Clancy to come back and make good and clear back – update done.

Overgrown fruit Trees – wrote to 3 holders, 1 tree still to be done. Bay tree still not been done by payback. **ACTION** – KC to speak to RB about bay tree.

TPO line – KC has spoken to PC tree warden who stated have to live with the trees as is - needs to be discussed at Halls and Grounds committee. **ACTION** – KC/DCB to chase this being added to agenda.

ACTION – BWGC to write to BWPC to state concern about tree – stating have received advice that tree is under stress and it is their responsibility to sort.

Bottom track – contractor coming in to cut hedges, walked bottom track not accessible by machinery, will need to be done by hand, Trevor to arrange to get this cut back.

Bottom plots very wet, ditch in Cricket Club needs to be cleared as not enabling water to get away. **ACTION** - DCB to send letter to chase CC/PC to get ditch cleared.

Tracks closed as of today, taps to be switched off – when shed shuts – end of month.

10. Allotments - roadway/path /fencing

Few concerns raised about works on track – decided that should not drive on until it has bedded in – review in Spring.

Fencing – written to BWPC to get on Halls and grounds committee and gardening club lease onto finance committee, nothing yet on agendas, **ACTION** - DCB to continue to chase to ensure fencing and lease on agendas at Halls and Grounds and Finance committees.

11. Monthly programme

1st half 2025 (up to June) programme arranged. Just need to get Sept/Nov speakers in. Concerns with St Peters Parish Hall projector – to alleviate this get speaker to email MC/BWGC laptop to ensure that computers work with projector.

ACTION - MC/GW to set up another dummy run to check, include LH/AP.

March Speaker has a nursery Headborne Worthy and there may be possibility to take a group round.

ACTION – GW to produce list of speakers to give out at AGM.

12. Social programme / social

Social – all in hand. Update – successful event held. Positive feedback received. **ACTION** – MC/NJ to confirm to LH for payments to speakers/caterers/donation etc.

13. Update / publicity / social media

160 FB group, issue with 'Bashir' who is bypassing security and posting – **ACTION** – All to report any 'dodgy' posts to DB who can delete/remove.

ACTION – DB to publicise November event on FB

AGM not to go on FB – official process that has to be followed.

ACTION – DB to investigate if website can have further info on it. Currently have Membership form and payments on there, possibly look into payment over web for memberships etc in the future.

14. Charity programme/Community orchard/butterfly garden

RH sent report to all trustees.

ACTION – RH to cost survey for orchard to ascertain best solution – once complete to bring back options to trustees for decision going forward.

Greening Event – GW confirmed that the club had best stall at Greening campaign.

ACTION – All to send photos to RH for Ann McGraths memory book.

15. Student Sponsorship

RH confirmed that he and LH interviewed and got shown around Sparsholt site by the 2 prospective students to be sponsored, they were informative and interested people.

Trustees agreed to split the £750 sponsorship payment between the 2. Would be good to possibly have them talk at a monthly meeting next year. **ACTION** – RH to confirm if this is possible.

16. Advertising/Promotion for Third Parties

Trustees discussed the proposal from DCB to revise policy on advertising/promotion for third parties. LH suggested removing 'commercial', written comments received from RB.

ACTION - DCB to revise based on discussion, agreed to relax policy and leave to discretion of trustees - bring back to future meeting.

17. Vote – Accepting Donations for Teas/Coffees

Following discussion, it was agreed that the club would accept donations from people having tea/coffee but no requirement to ask. Proposal that the donation tin would be removed – this was agreed.

18. Newsletter frequency

RB suggested that we change from three long newsletters during the year to a 2-page monthly newsletter. Unanimous agreement from trustees with following comments: Monthly is perfect with 2 sides max - if want something in people should continue to send to RB. For longer, less timely articles this could be posted on Facebook or the website with a link from the newsletter. **ACTION** – RB to change to monthly newsletters.

Still 3 members with no email – **ACTION** – MC to speak to RB to ensure that these get paper copies of the newsletter. LH has some stamps that can be used.

19. Any other business

- Protection/Risk of Trustees – RB sent out some advice from solicitor. **ACTION** – All to read and digest. LH checked Charity Commission website and has confirmed that if we are incorporated this means that the individual trustees will have no liability, but this comes with lots of bureaucracy. We therefore have insurance to cover this – this extra policy absolves responsibility not just financial. Trustees thanked RB for the reminder, agreed that at present the current insurance policy should suffice. **ACTION** – ALL trustees to check Charity Commission website to do the 2 min quiz to remind things you should/should not do as trustee.
- BBQ organisation – confirmed that this should rest with Trustee with Social Programme role – **ACTION** - ensure that Trustee replacing NJ in social role has BBQ in their role and induction.
- GH – will be speaking with Sue Curtis about updating the Gardening in BW document – wanted to confirm that it was just the most recent years to date not a full revision – the document can then be updated and kept updated on the website by the publicity team on an annual basis.
- NJ confirmed that the annual trip to Wakehurst would likely be Tuesday 20 May 2025

The Meeting Finished at Finished 2124.

Next meeting: Monday 18 November 2024 at The Shed

Actions Arising

- **ACTION** – GW to confirm timings for AGM as 6.45 for 7 start.
- **ACTION** - GW to get cheese for AGM.
- **ACTION** – ALL to send bullet points on areas for Chairs Report – by 01/12/24. Period is Oct 2023-Sept 2024.
- **ACTION** – Finance Committee to discuss reserves and contingency in Nov mtg.
- **ACTION** - Show Committee meeting to be moved to before trustee meeting so that if need trustee approval can be timely.
- **ACTION** - DB to put reminder on social media about subs due for membership.
- **ACTION** – MC to investigate letterbox for shed.
- **ACTION** - KC to write letter saying disappointed with payback offering recently but we are interest in a long-term commitment.
- **ACTION** – KC to speak to RB about bay tree.
- **ACTION** – KC/DCB to chase TPO trees added to BWPC Grounds and Maintenance agenda.

- **ACTION** – BWGC to write to BWPC to state concern about tree – stating have received advice that tree is under stress and it is their responsibility to sort.
- **ACTION** - DCB to send letter to chase CC/PC to get ditch cleared.
- **ACTION** - DCB to continue to chase to ensure fencing and lease on agendas at Halls and Grounds and Finance committees.
- **ACTION** - MC/GW to set up dummy run for Monthly speakers to check IT, include LH/AP.
- **ACTION** – GW to produce list of speakers to give out at AGM.
- **ACTION** – MC/NJ to confirm to LH for payments to speakers/caterers/donation etc.
- **ACTION** – All to report any ‘dodgy’ Facebook posts to DB who can delete/remove.
- **ACTION** – DB to publicise November event on Facebook.
- **ACTION** – DB to investigate if website can have further info on it.
- **ACTION** – RH to cost survey for orchard to ascertain best solution.
- **ACTION** – All to send photos to RH for Ann McGraths memory book.
- **ACTION** – RH to confirm if students can speak at Monthly meeting in 2025.
- **ACTION** - DCB to revise Advertising/promotion policy.
- **ACTION** – RB to change to monthly newsletters.
- **ACTION** – MC to speak to RB to ensure that non-email members get paper copies of the newsletter.
- **ACTION** – ALL trustees to check Charity Commission website to do the 2 min quiz to remind things you should/should not do as trustee.
- **ACTION** - ensure that Trustee replacing NJ in social role has BBQ in their role and induction.