



Bishop's Waltham Gardening Club



Registered Charity No.
1169353

Minutes

Date: Monday 15 December 2025 at 1 Shore Lane

Time: 7:30 pm

Present: Maewyn Cumming (MC)(Chair), Linda Haysom (LH), Ron Haysom (RH), Gill Hamill (GH), Kate Cassell (KC), Alison Perry (AP), Jane Dilloway (JD), David Bushby (DB), Jo Toms (Observer), Philip Thwaites (Observer)

Please read minutes alongside Trustees written updates - attached.

Item	Minutes	Actions
1. Apologies for absence	RS, ND, GW, RB	
2. Minutes of previous meeting and actions arising	Updated Prior to meeting, ND handed in notice as trustee due to work and personal commitments.	
Actions list – Outstanding Actions from previous Meetings	- LH investigate alternative banking arrangements - All – obtain quotes for improvement works as discussed. - AP – to look at cost of Health and Safety/social media contracts – to do - MC/LH – to review membership renewals - ongoing - LM - Chase Halls and Grounds committee for in writing confirmation of container approval – AP to do. - AP/RS/LM to discuss container and surfacing area – to obtain 3 quotes - ongoing - KC to follow up on site drainage - ongoing - RB to follow up on noticeboard in town – no reply from PC - RB to look at replacing plastic in shed notice board - ongoing - MC to speak to ND about trustee role – no longer required - KC/RS to organise CC to dig ditch – to do - All to discuss at next meeting other options for spend including container - MC - Priorities for spend/vision – with LH and AP for AGM - GW to produce list of speakers (agreed to date) and dates for AGM paperwork - AP – speak to HCC about railway sleepers	
3. Finance	See LH's finance papers and written update. Trustees discussed the initial findings of the shop voucher scheme. There was significant admin involved in organising and handing out the vouchers	•

	for no significant increase in shop takings to date. Some members may use their vouchers in the new year but at present the trustees voted against carrying on the voucher scheme at the 2026 renewal. No need to take to AGM. Option to review after first couple of months of 2026 trading.	
4. Reserves Policy	Agreed	•
5. Trustee Pack	Tested by new trustees who will report back	•
6. Complaints Policies	General – 4.2 – Change 3 months to 14 days Allotments Maintenance – already have this, changed slightly. Comments – by end week – if no significant changes they are agreed	• Comments on complaints policies by 21 st Dec
7. AGM	Need a Show report Linda – wine and cheese, tea and coffee – Kate MC - Quiz, Papers – to be sent out 14 days prior	• MC/KC to check whether show report is available. • AP to send MC completed papers to go out by 07/01/26.
8. Membership –	All ok, see written updates Membership form to be added to 365	•
9. Trading	Code on Shed door to be changed after AGM, as this should be done on an annual basis. Key safe code to be changed by RS Request for DoE vol on allotment site – does the trustee need to be DBS Checked?, JT – asked about BWGC’s Safeguarding policy Best Plot voucher – expiry date required – DB to ensure this is done in the future.	• RS to change key safe code • RS/KC to change shed code after AGM • KC to check whether need trustee overseeing DoE vol to be DBS checked. • DB to add expiry date to best plot voucher.
10. Allotments	Feb time – for dealing with unkempt plots	• All to let DB know of any plots that need work.
11. Allotments – maintenance /improvements	Agreed book Chris Curran to dig ditch	• RS/KC to book Chris Curran
12. Monthly programme	Nothing further to add.	•
13. Social programme/ vol celebration event	Nick Bailey event – for annual social, trustees were interested but concerned about costs. GW to come up with ideas as to how to cover costs, GQT – could try and get a recording – AP to look into. Vol celebration event – to be held in Sept – put on Feb meeting	• AP to add Vol celebration event to Feb agenda • AP to look at applying for GQT • GW – to pull together ideas to

		cover costs of Nick Bailey.
14. Press/Social Media	Nothing to add	•
15. Community Programme	Nothing to add	•
16. Any other business	• February Meeting • Garden Organic heritage seeds	• At 1 Shore Lane • AP to do seed application.

Meeting finished at 2110

Next meeting: Monday 19 January 2025 at The Shed 7.30pm Please send written updates to AP by 12 January using template.