



Bishop's Waltham Gardening Club



Registered Charity No.
1169353

Minutes

Date: Monday 16 February 2026 at The Shed

Time: 7:30 pm

Present: Maewyn Cumming (MC)(Chair), Linda Haysom (LH), Kate Cassell (KC), Alison Perry (AP), Jo Toms (JT), Richard Shoesmith (RS), Jane Dilloway (JD), Philip Thwaites (PT), Gill Williams (GW), Pat Staples (PS) Observer

Please read minutes alongside Trustees written updates - attached.

Item	Minutes	Actions
1. Apologies for absence	DB	
2. Minutes of previous meeting and actions arising	No change MC introduced PS who potentially will be taking on Plant Sale going forward.	
Actions list – Outstanding Actions from previous Meetings	• AP – to look at cost of Health and Safety/social media contracts – to do • AP - Chase Halls and Grounds committee for in writing confirmation of container approval. • PT/RS to discuss container and surfacing area – to obtain 3 quotes - updated • KC to follow up on site drainage – ongoing - weather • AP – speak to HCC about railway sleepers • All to let DB know of any plots that need work. • ALL - Trustees to check shop jobs list before opening - ongoing • MC – to send email about unclaimed vouchers - done • Sat Trustee to bring milk/biscuits - ongoing • AP to do linesearch for works • JT and DB to do logo options - done • DB to continue with FB until issue resolved - done • All – to upload nice photos to sharepoint - ongoing • MC to include note about photo permissions for plots • LH/GW to look into Nick Bailey – will review Titchfield event - done • MC to do Wisley trip • LH to present to members at AGM - done • AP to check Banardos/NSPCC/ NA to check if online training • MC – to include email about protecting items - done • JD To look into defibrillator	

3. Finance/ Finance Subcommittee	See LH's finance papers and written update. £31187.25, charity profit - £446, Trading loss so far £80 however this is because stock has been purchased. Added line for bank charges, Contingency – £17 overspent, Trustees agreed this was authorised Finance subgroup to meet on – 26/02, Concerns as a few Vouchers claimed from the previous years eg. prizes 2024/2025, causes an issue due to budgeting for this. Confirmed that all vouchers going forward need to have exp date of end of financial year issued in and that all previously issued vouchers will go out of date by 31/-5/26 so need to be claimed before then.	MC/JT - Email/FB if any unclaimed vouchers for prizes – have until 31/05/26 to spend otherwise they go out of date
4. Trading	Slow start, Trustees agreed a trial of serving Bacon Butties on a Sunday morning. Need to make sure food hygiene is in place and that covers cost. Trail for 1 month(?) Agreed that Larry Mabey can have having access code to Shed as Show Organizer and Robin Breach to have code as refreshments set-up at the weekend. KC confirmed that the Sum-up machine has had a software update, receipt is a QR code – encourage use of this.	- MC/JT – Email/FB to advertise seed compost, potting grit, vermiculite, - Trustees to make sure receipts form is being completed correctly. KC to laminate a template to keep with paperwork.
5. Allotments – maintenance /improvements –	Very wet meaning that some jobs can't be completed. Bottom hedge cut on inside, Shingle more being moved Ditch waiting to be dug until dry out Concerns raised about mud in gate entrances - RS to check and keep an eye on these.	
6. Allotments	Query over 5 foot height restriction. Trustees discussed this, confirmed this is a restriction set out in PC tenancy, possibly something to review when renegotiating tenancy. 2 reasons – can't be big enough for shelter and also view from houses.	
7. Membership	Dribs and drabs until renewal, JD needs access to bank account so that she can see membership payments etc.	LH to sign JD up to Lloyds banking app
8. Press/Social Media/logos	Facebook sorted - JT now in charge. JT will set up regular posts for shop openings and events etc. If shop has special products she can promote it. JT also working on website – should have facility for renewals – JD/DB/LH/MC to let JT know of any membership renewal requirements.	- All to let JT know if things want promoted – ongoing - JD/DB/LH/MC to let JT know of renewal

	Trustees discussed 5 logos – thanks to JT for pulling these together. Few adjustments to be made, JT to update these and set up voting for final options. Trustees Agreed that £5 logo charge for downloading artwork.	requirements for website
9. Monthly programme	GW still pursuing – March, April - confirmed, May/June TBC Nick Bailey attending Titchfield, we will see how this goes before making decision as to whether we want to run event in in 2027. Likely for us to run trip to see him.	- MC to look at minibus for trip to Titchfield once details released.
10. Annual Show	Programme being finalised. Need help in the afternoon sheparding people visiting and on cakes etc.	All trustees to confirm to KC if can't help out on day
11. Community Programme	Nothing to update.	
12. Social programme/ vol celebration event	Likely trips – MC to organise – Titchfield/Wisley Annual Social – potentially Priory Park again but catered – possibly Neal Davies to do this? Agreed - Sept for vol celebration, by invitation - BBQ at Shed.....	MC/AP to speak to Neal Davies about possibly catering Annual Social.
13. Site Improvements / Developments	Good comments from AGM on proposed improvements plans. PT/RS to review. LH to contact PC for list of preferred suppliers	
14. Any other business		- AP – to update emergency contacts and trustees list - MC to Check with GH for cleaning shed

Meeting finished at 2135

Next meeting: Monday 16 March 2026 at The Shed 7.30pm Please send written updates to AP by 9 March using template.