

WYKE REGIS HORTICULTURAL SOCIETY

Minutes of a General Committee Meeting

held on Monday 10th September 2018 at 7.30pm in the Trading Post

Present: Rachel Waldock (Chair), John Southway, Michelle Lindley, Paul Clarke, Dave Best, Andrea Inns, Chris Mowlam, Rocky Allen, Lorraine Bash, Jill Head, Carrie Dalby and Brian Shaw (President).

1. **Apologies:** Jackie Hambling, Alexis van El, Christina Moody

2. **Minutes of the General Committee Meeting** held on Monday 13th August 2018 had been circulated and taken as read. **Agreed** and signed.

3. **Matters arising:**

Item 5 IT Manager / Membership

RULE 10 Members' Plant Sales

If a Plant Seller fails to renew their Membership by 30th June, any plants for sale held for them by the Society shall be deemed to be a donation to the Society and any income from those plants will be retained by the Society.

Agreed. This will be published in the October Newsletter.

Action: Dave / Carrie

4. **Treasurer's Report** - presented by Paul and Michelle

The current financial position was disclosed...satisfactory.

Paul has almost completed the hand-over of files to Michelle and is sorting the rest of the paperwork to be filed in the back office at the Trading Post.

Michelle will work from the Trading Post on the laptop. She needs to purchase a Sage package to operate with Linux and Dave will assist with the installation. **Agreed** that Michelle can buy whatever is required to set up the accountancy on IT.

Action: Michelle

Michelle will be added as a signatory to the HSBC banking (Paul and Rachel will remain): requires a letter on headed notepaper. Paul will continue with the paying-in book.

Action: Paul

Michelle requires the password to access the Treasurer's emails.

Action: Dave

Andrea asked Michelle how she wanted to link with the ordering and invoices. She will do them monthly. It is not possible at present to link directly with Epos, too expensive, but Dave can supply information as necessary.

Michelle said that the Balance Sheets have not balanced since 2014. She suspects that depreciation may be the main cause. It was **Agreed** that she should use this year's figures as a baseline, but she will continue to trace the fault.

Thanks were expressed to Paul and Michelle for their hard work producing the Balances for the AGM. An Executive Committee Meeting had convened on Saturday 1st Sept to help with this. Brian proposed that the Treasurer's Report be accepted. **Agreed.**

5. **IT Manager's Report**

Membership: Dave is adding a barcode to the GDPR form, to ensure that the till operator actually takes the membership fee from new Members. This will be introduced in the near future. At renewal next year, Members will be asked to check their personal data, as registered, on a printed form, which they will then take to the till and pay. Jill asked about Standing Order members. Dave thanked Jill for drawing his attention to this potential problem, and suggested that a list of SO Members could be displayed at the till, asking them to check their data, supplemented with reminders by email, where available. In March & April, the Treasurer downloads a CSV file from the on-line banking facility listing payments made into the Membership Account. Dave has written software to update the Membership Database with these data.

Newsletter: Grateful for the contributions from the Members, but need more. The Committee are invited to submit details of their plant experiences and failures this year. The weather has created difficult vegetable growing conditions - it might encourage other gardeners to try again, knowing that it wasn't their fault this year. John asked if we had surveyed the readership? How many are actually read? He suggested that a prize draw be offered for those who respond.

6. AGM Report

There is a vacancy for a Trustee, but following the decision at the AGM to define the role of the Trustees, it was felt that some kind of job description is required, before advertising. The role of a Trustee should be agreed: the need for checks that the General Committee is functioning in the best interests of the Society, at least annually, is essential. A list of the Regulatory tasks of the Committee will be drawn up, for the Trustees to examine. The Trustees could then report to the AGM in the same way as the Accounts Examiner does. Chris said that the Friendly Societies Act gives guidance. Dave proposed that we look for two Trustees, as the constitution says "2 - 4".

Action: Rachel / Carrie

For next year, Any Other Business should be submitted to the Committee prior to the meeting, for inclusion in the Agenda as necessary. Dave suggested that we could advise Members that they can submit enquiries to the Committee at any time - Newsletter.

Action: Dave / Carrie

Andrea said that the AGM had gone well this year, with 32 attending and 21 apologies - the best for many years. The Cheese and Wine beforehand had given opportunity for socialising and good discussions. This highlighted the need for more social events. Speakers do not attract enough people to justify their expense. Adding food, e.g. Rustic Suppers, tends to be more of an attraction. Education is part of our remit, so we could devise workshops. Dave observed that our membership is changing from allotments to gardeners, so we should consider supporting them. Andrea did a 4 week course for beginners in the past that was well supported. This has not been repeated, because we have not had time, but will be considered again next spring. Michelle asked if we could do more for children...little work parties with a plant to take home. Jill said that she had benefitted enormously from volunteering, both personally and learning plant knowledge. She will write of her experiences in the Newsletter.

Action: Jill / Carrie

The Committee are to bring ideas for workshops to the next meeting.

Action: All

7. Trading Post

Andrea reported that there will be a Decco Fair in October in Exeter. This is worth attending, as the Show Specials enable us to obtain things like water butts at a price we cannot get at other times. Carrie has provisionally booked four tickets.

Sarah Owens is learning the till and another new member has expressed interest. Declan has volunteered and is enjoying the poly tunnel. Rocky is training to become a Duty Manager. We urgently need Yard Managers for both trading days. Please ask around.

Action: All

We do not have any John Innes No 3 - too expensive at £8 retail. Too complicated to make our own. We are out of Farmyard Manure, so a Durston's order is being compiled.

The poly tunnel is busy with seeds and pricking out. The Council have donated a lot of cuttings that are being potted up.

Albert Bash has moved the outside tap to the corner and it is insulated. There is a stop-cock inside to shut off in Winter. Ideas are being formulated for the outside sink drainage.

Jill asked for more plant pots to be returned, so they can be washed and re-used. It was **Agreed** that grow bag trays be used for the displays, rather than grit trays. Andrea will order more from Garland.

Rocky says there is demand for grit - the Doonan's pea gravel is too coarse. Phillips in Bridport are expensive and slow. Dave suggested Warmwell Gravel beds.

Action: Carrie

8. Purchasing Team

Andrea reported that she is gradually handing over to Jackie and Alexis and showing them procedures. Dave will dump-out suppliers' lists from EPOS. We need orders to Garland, Decco and LBS. The bulbs and onions order has been received from Kings. The out-of-date seeds have gone back. Andrea will ask for Shallots in mid-September - Kings supply allotment societies in September, but retail organisations not until February. We sold 10kgs last year. Rocky asked if the long, banana-shaped shallots would be available - no, Kings do not do them. Brian said that he had not had success growing them

The bulk fertilisers in shed to be disposed of, when a method is found.

Action: Carrie.

9. Building Maintenance

The painting of the walls and repair of the cracks will be done when time permits.

Chris is still battling on with the re-wiring to bring the Trading Post up to the Regulation standard for the Fire Risk Assessment and Health and Safety, and the insurance. The lights outside do not conform and there is no emergency lighting in the main shop. There is no completion date, but we are endeavouring to comply as soon as possible. Appreciation was expressed for Chris's continuing hard work. One day, when time permits, the rest of the cabinets will be fitted in the main shop. Chris will be fitting sockets and heating to them. The heaters are in stock.

Rocky reminded that the roof over the compost requires re-felting before Winter. Suggested we ask Wayne and Albert if they would help. Monday, Friday or Saturday. **Action: Carrie**

The new Key press and letter box have been installed. It was agreed to send the old letterbox for scrap metal.

10. Social Secretary

34 seats have been booked on the **Forde Abbey** trip. John asked that they all be emailed and the pick-up points and times be confirmed - as we have only taken phone numbers, Carrie will have to research the GDPR lists. More tickets may be sold by Saturday, but Carrie must inform John by Saturday afternoon. John is away Weds to Saturday. **Action: Carrie**

Calendar Competition closes midnight 30th September. Judges as last year: Dave, John and Jackie. Carrie collating the entries, Rachel will print them for the judges.

Pumpkin Harvest Supper 27th October. Entries can be brought to the Trading Post from 9am...weigh-in from 5pm. Prizes from Marquis of Granby Inn. Raffle donations required. Rachel will make the soup, Lorraine will help with vegetable soup and pies. Dave will organise tickets for sale at the till. **Action: Dave**

Wreath-making is always popular. Andrea will ask Richard Williamson if they will do it again. Chris will check for holly. **Action: Andrea**

11. Any Other Business

Rocky suggested that we could give a 10p discount for members bringing their own bags for gravel and sand. Add to Newsletter and make poster. **Action: Carrie / Dave**

Carrie had attended the DCA Networking on 6th Sept and raised awareness that the Society exists. Weymouth Volunteers have offered to find help when we need it.

Next Work Party will be Friday 21st September to teach vegetative propagation. We have a large quantity of material that is urgently in need of potting. Advertise in Trading Post and email those Members known to be interested. Report on this in October Newsletter, to ascertain who else is interested. **Action: Carrie**

12. Date of Next Meeting:

Monday 8th October 2018 in the Trading Post at 7.30pm.

Meeting closed at 9.30pm