
BATH & NORTH EAST SOMERSET ALLOTMENT ASSOCIATION

ANNUAL GENERAL MEETING

26th November 2019

AGENDA

Welcome - Charlie Love

- 1. Apologies**
- 2. Approval of the minutes of the AGM held on 12th November 2018**
- 3. Matters arising from 2018 AGM minutes, not covered on the agenda**
- 4. Key updates and Independent Examiners report**
 - 4.1. Treasurer**
 - 4.2. Membership secretary**
 - 4.3. Trading hut**
- 5. Election of officers and site representatives**
- 6. Future plans**
- 7. Any other business**

Appendix:

- A. Treasurer report**
- B. Membership secretary report**
- C. Trading hut report**
- D. Sites without a representative**

I. APOLOGIES

Apologies received from:-

- Kate and Nigel Gardner
- Anna Carling
- Anita Breeze
- Jackie Miller
- Chris Pearce
- Lyn Barham

2. APPROVAL OF THE MINUTES OF THE AGM HELD ON 12 / 11 / 2018

Approval proposed by ?

Approval seconded by ?

3. MATTERS ARISING FROM 2018 AGM MINUTES, NOT COVERED

Any topics to be raised ?

4. KEY UPDATES AND INDEPENDENT EXAMINERS (IE) REPORTS

1. Treasurer and IE report
2. Membership Secretary
3. Trading Hut and IE report

4.1.TREASURER

Update from Judith Jordan

- **Overall cash position remains strong with assets totalling £5.9k slightly up £645 on the previous year**
- **Exceptional income of £300 for filming at Ring Common**
- **Annual public liability and events insurance remains our single largest item of expenditure**

4.1. INDEPENDENT EXAMINERS REPORT AND ACCEPTANCE OF ACCOUNTS - ALLOTMENT ASSOCIATION

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/ members of

Bath and North East Somerset Allotment Association

On accounts for the year ended

30 September 2019

Charity no (if any)

Set out on pages

In the Treasurer's Report. NOTE: Trading Hut activities are excluded and are reported separately.

Respective responsibilities of trustees and examiner

I report to the Committee Members on my examination of the accounts of the above Association for the year ended 30 / 09 / 2019.

The Association's Committee Members are responsible for the preparation of the accounts. The Committee Members have chosen to have an independent review of the accounts.

It is my responsibility to:

- examine the Association's accounts, and
- to state whether particular matters have come to my attention

Basis of independent examiner's statement

My examination has included a review of the accounting records kept by the Association and a comparison of the accounts presented with those records. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

4.1. INDEPENDENT EXAMINERS REPORT AND ACCEPTANCE OF ACCOUNTS - ALLOTMENT ASSOCIATION

Independent examiner's statement This report has been prepared following review of the income and expenditure accounts of the Association and is for Committee Members use only. In connection with my examination, no material matters have come to my attention, other than that disclosed below, which gives me cause to believe that in, any material respect:

- accounting records have not been kept or
- the accounts do not accord with the accounting records.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:

J B Ashley

Date:

13 November 2019

Name:

John B Ashley

Relevant professional qualification(s) or body (if any):

Associate Member of the Institute of Chartered Accountants in England and Wales

Address:

18 Primrose Hill

Bath

BA1 2UT

Section B

Disclosure

Give here brief details of any items that the examiner wishes to disclose.

1. The accounts and associated books and records presented for examination do not include transactions relating to the trading activities of the Trading Hut. These are reported separately and have been subject to an independent examination. No material matters of concern have been found with regard to the accounts and books and records presented. However, as these accounts and books and records do not reflect all the activities of the Association excluding Trading Hut activities, this exclusion should be noted in the accounts.
2. The Accounts embodied in the Treasurer's Report do not include a Balance Sheet. A reconciliation of the movement on the bank account is, however, included. As the Association does not have any assets other than cash at bank and in hand, the statement provides sufficient explanation of the Association's assets and liabilities, excluding those of the Trading Hut.

4.1. INDEPENDENT EXAMINERS REPORT AND ACCEPTANCE OF ACCOUNTS - ALLOTMENT ASSOCIATION

Approval proposed by ?

Approval seconded by ?

4.2. MEMBERSHIP SECRETARY

Update from Judith Jordan

- **Net loss of 24 (78 leavers, 54 joiners)**
- **Linked with high turnover of allotments tenants**
- **We continue to explore ways of enhancing the benefits of membership and expanding membership**

4.3. TRADING HUT

Updates from Anne Love (Trading Hut sales) and Charlie Love (Trading Hut buyer)

- **Overall stock and cash position remains strong with assets totalling £7.8k slightly up on the previous year**
- **Exceptional spend of £400 on Trading Hut improvements**
- **Moved from Lloyds Bank to Metro Bank**
- **Vacancy for Treasurer**

4.3. INDEPENDENT EXAMINERS REPORT AND ACCEPTANCE OF ACCOUNTS - TRADING HUT

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/ members of

The Trading Hut, a joint Bath Organic Group and Bath and North East Somerset Allotment Association enterprise

On accounts for the year ended

31 October 2019

Charity no (if any)

Set out on pages

The Treasurer's Report. NOTE: Only Trading Hut activities are included.

Respective responsibilities of trustees and examiner

I report to the Committee Members on my examination of the accounts of the above Association for the year ended 31 / 10 / 2019.

The Committee Members of Bath Organic Group and Bath and North East Somerset Allotment Association are responsible for the preparation of the accounts. The Committee Members have chosen to have an independent review of the accounts.

It is my responsibility to:

- examine the Association's accounts, and
- to state whether particular matters have come to my attention

Basis of independent examiner's statement

My examination has included a review of the accounting records kept by the Trading Hut volunteers and a comparison of the accounts presented with those records. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

4.3. INDEPENDENT EXAMINERS REPORT AND ACCEPTANCE OF ACCOUNTS - TRADING HUT

Independent examiner's statement This report has been prepared following review of the income and expenditure accounts of the Trading Hut and is for Committee Members use only. In connection with my examination, no material matters have come to my attention, other than that disclosed below, which gives me cause to believe that in, any material respect:

- accounting records have not been kept or
- the accounts do not accord with the accounting records.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:

J B Ashley

Date:

13 November 2019

Name:

John B Ashley

Relevant professional qualification(s) or body (if any):

Associate Member of the Institute of Chartered Accountants in England and Wales

Address:

18 Primrose Hill

Bath

BA1 2UT

Section B

Disclosure

Give here brief details of any items that the examiner wishes to disclose.

1. This is the first year that the accounts of the Trading Hut have been subjected to external examination. It should be noted that the accounts are for the year ended 31 October 2019 and this date does not accord with the accounting period of the Bath and North East Somerset Allotment Association, which has a financial period end date of 30 September 2019.
2. The Trading Hut holds a stock of garden supplies. A stocktake was performed at 31 October 2019 but was not subject to independent observation. Therefore, it is not possible to determine if the carrying value of the stock is correctly stated. Material mis-statement of the carrying value of the stock would have a significant impact on the financial position disclosed by the accounts.

4.3. INDEPENDENT EXAMINERS REPORT AND ACCEPTANCE OF ACCOUNTS - TRADING HUT

Approval proposed by ?

Approval seconded by ?

5. ELECTION OF OFFICERS AND SITE REPRESENTATIVES - OFFICERS

OFFICERS	CANDIDATES NAME
Chair	Vacancy
Secretary	Maria Humphries
Membership Secretary	Judith Jordan
Treasurer	Judith Jordan
Planning Officer	Jacky Wilkinson
Publicity & Communications Officer	Nikki Ruck
Trading Hut (BOG representative)	Kate Mills
Trading Hut (Sales)	Anne Love
Trading Hut (Buyer)	Charlie Love

5. ELECTION OF OFFICERS AND SITE REPRESENTATIVES - OFFICERS

Approval proposed by ?

Approval seconded by ?

5. ELECTION OF OFFICERS AND SITE REPRESENTATIVES - SITE REPRESENTATIVES

SITE	CANDIDATES NAME
Abbey View	Dagmar Charlton
Bloomfield Road	Erica Draisey & Lyn Barham
Brookfield Park	Lucy Ashley
Canal Gardens	Christina Craig
Claremont Road	Francis Dowding and Sharon Dowding
Combe Down	Chris Pearce
Corston View	Hillary Sheppard & Ron White
Fairfield Valley	Louise Jones-Robinson
Foxhill	Deborah Velleman
Hampton Row	Catherine Parker
High Common	Lucy Ashley
King Georges Road	Maria Humphries & Andrew Baker
Lower Common East	Anne Love & Jim Lee
Lower Common West	Rachel Lewis
Lyncombe Hill Farm	Steve Marshall
Mendip Gardens	Guy Bardoe
Monksdale	Maria Humphries & Andrew Baker
Moorfields	Kerry Rogers
Ring Common	Peter Cray

5. ELECTION OF OFFICERS AND SITE REPRESENTATIVES - SITE REPRESENTATIVES

Approval proposed by ?

Approval seconded by ?

6. FUTURE PLANS

- Small projects
 - e.g.
 - Improvement to pathways at Abbey View
 - Extending water supply at Lower Common East
 - Funding sources:-
 - Allotment association
 - Trading Hut (in agreement with B.O.G)
 - Bath City Forum / CIL
 - 3GS member organisations
- Build mutually beneficial relationships with local gardening / horticultural societies
- Adding Combe Down & land adjacent to Abbey View as Assets of Community Value
- Working with the Council on Sustainability

7. AOB

GUEST SPEAKER

- Rob Solari - Isle of Wight Garlic

APPENDIX

- A. Treasurer report
- B. Membership secretary report
- C. Trading hut report
- D. Planning officer report
- E. Sites without a representative

A. TREASURER REPORT

Update from Judith Jordan - period covering 1/10/2018 to 30/09/2019

The opening bank balance carried forward from the last financial year was £5,224.63 and the closing balance at the end of the year (30/09/2019) was £5,870.02 so the finances are in a healthy position with income slightly exceeding expenditure in 2018/19 by £645.39. The petty cash remained the same at £30.45, making the overall balance at the end of the year £5,900.47.

Income

Revenue from membership is up slightly on the same time in previous year but is sensitive to the timing of renewals and a more accurate picture of membership is provided in the membership secretary's report.

There were no income generating events held this year due to a lack of take-up in previous years and the imposition of a significant 'events' charge by the local authority. An Allotment Theatre event was held in conjunction with the Bear Flat Association in July 2019. Attendance was free and the collection at the end was for the Mikron Theatre group. The event was well attended.

A £300 payment was received by the Association from Mammoth Screen (Invisible) Ltd as a 'thank you' for allowing filming on the Ring Common site. Many thanks to Peter Cray for negotiating this payment. This has been listed under the 'events' heading.

Each year we receive a number of, inadvertent, payments from members intending to pay their allotment rent and crediting the Association rather than the Council. These are the entries that appear in the miscellaneous column. All mis-payments have been refunded. Some mis-payments and refunds have spanned financial years hence the apparent differences between mis-payments received and money refunded.

A. TREASURER REPORT

Expenditure

In terms of expenditure, our memberships were renewed with RHS and the National Allotment Association.

What appears to be a steep rise in insurance premiums is, in fact, an anomaly due to the timing of payments. The renewal date for our public liability insurance coincides with the start of our Association's financial year. The insurer was slow to bank our cheque for cover in 2018/19 and very prompt in deducting the charge for 2019/20 hence two year's charges were deducted in the 2018/19 financial year. The insurance premium paid to Shield insurance (who specialise in insurance for allotments) for the forthcoming year has remained roughly the same as last year with a premium of £495.54. In addition, we hold insurance for 'events' with the RHS which costs £75 per annum – this public liability insurance was in place for the Allotment Theatre event. We will continue to review the need for 'events' cover in light of the number of events to be held in 2019/20.

Web-based and software expenses were down this year in large part because the Association had to seek specialist advice in 2017/18 to overcome a 'virus' problem. This item also includes the £60 annual subscription we pay for our membership software subscription.

Expenditure on office items such as postage, printing and stationery is up on the previous years, but expenditure was unusually low in 2017/18 and around 30 of our members are not on email so we still need to communicate with these members using hard copies and postal services.

Meetings and room hire charges are self-explanatory. There was no research and planning expenditure in this financial year but some expenditure may be incurred in 2019/20 as Jacky Wilkinson, our planning officer, continues very active monitoring of planning applications in order to protect existing sites and explores the potential for new allotments sites. The issues surrounding the Combe Down site remain very challenging and have required a significant commitment of time and effort.

The small projects items include payments for replacement locks, notice board maintenance and ground cover. In addition, towards the end of last year we introduced a scheme of grants for small allotment site improvement projects, details of which were circulated in the newsletter and are available on the website. This year there was only one application for a grant of £50 for deer fencing at the Lyncombe Vale site – we would encourage more members to apply for small grants.

Judith Jordan (10/10/19)

A. TREASURER REPORT

£	2018-19	2017-18	Bank Reconciliation	
Income			Starting balance at Co-Op bank	5,224.63
Membership	1,943.00	1,514.50	Net income 2018-19	645.39
Miscellaneous	137.28	62.00	Balance at Co-Op bank 30/09/19	5,870.02
Events	300.00	0.00		
Web refund	0.00	7.19	Petty cash in hand	30.45
Grants	0.00	500.00		
Total	2,380.28	2,083.69	Total balance 30/09/19	5,900.47
Expenditure				
Membership & subs *	58.00	58.00		
Insurance	1,066.08	75.00		
Website	142.68	303.35		
Office	112.10	23.20		
Events	0.00	206.79		
Meetings / room hire	66.25	84.00		
Research and planning	0.00	60.00		
Small projects - external	0.00	500.00		
Small projects - internal	60.00	260.08		
Miscellaneous	179.78	0.00		
Gifts	50.00	0.00		
Total	1,734.89	1,570.42		
Net	645.39	513.27		

* Membership of RHS and Garden Organics

B. MEMBERSHIP SECRETARY REPORT

Update from Judith Jordan

In 2018-2019, the membership was as follows:

Membership Type	Number
Standard membership	258
Honorary members	2
Linked members	84
New joiners during 2017-18 (already included in standard membership total)	54

The membership in 2017-2018 was 282 so membership overall is down on the previous year with a net loss of 24 members and a high turnover rate (78 leavers compensated for, in part, 54 new joiners). Some of the explanation for this may lie in a relatively high rate of turnover on plots but it would be good to get more information from those who choose not to renew and find better ways to attract and retain members. The majority of those who tell us why they are not renewing their membership state “giving up the plot” as the reason.

The decrease in membership is disappointing but may also reflect the fact that processes and procedures are now running much more smoothly within the Allotments Department and some plot-holders may feel less need to be part of a lobbying group.

The Committee is actively discussing ways in which it might improve participation and membership - suggestions and thoughts from members are most welcome.

B. MEMBERSHIP SECRETARY REPORT

Membership by site

Site	*Members 2018-19 (2017-18)	**Total Plots at Site	Membership as % of stated plots	**Waiting times
Abbey View	15 (15)	61	25	1 year +
Avon Park	1 (1)	11	9	2 years +
Bloomfield	30 (37)	153	20	1 year+
Brookfield Park	1 (2)	11	9	2 years +
Canal Gardens	13 (17)	47	28	6 mths +
Claremont	16 (23)	51	31	2year + years+
Combe Down	15 (11)	64	23	2 years +
Corston View	7 (7)	18	39	2 years+
Eastfield	1 (2)	23	4	2 years +
Fairfield Park	4 (6)	55	7	6 mnths+
Fairfield Valley	3 (2)	19	16	1 year +
Foxhill	2 (2)	10	20	1 year +
Hampton Row	2 (4)	11	18	5 years +
Haydon	2 (3)	Not available	Not available	
High Common	4 (8)	35	11	
King George's Road	2 (2)	18	18	2 years +
Larkhall	15 (18)	96	16	6 months +

B. MEMBERSHIP SECRETARY REPORT

Membership by site

Site	*Members 2018-19 (2017-18)	**Total Plots at Site	Membership as % of stated plots	**Waiting times
Lower Common East	40 (38)	146	27	6 months +
Lower Common West	14 (15)	56	25	1+ years
Lyncombe Hill Farm	10 (11)	52	19	6+ months
Lyncombe Vale	1 (1)	11	9	1 year +
Mendip Gardens	1 (2)	15	6	1 year +
Monksdale	20 (24)	138	14	6 months +
Moorfields	4 (6)	31	13	6 months +
Ring Common	9 (11)	73	12	1 year +
St Stephens	1 (2)	Not available	Not available	
Station Road	2 (3)	Not available	Not available	
Others**	15	Not applicable	Not applicable	
Leisure Gardeners	8 (11)	Not available	Not available	

* Counts paid members only (does not include linked and honorary members)

** As listed on the B&NES Council website on 17/10/19

*** Others refers to those on more distant sites (Wellow and Radstock) plus those who have paid by internet banking and have not identified their location.

C. TRADING HUT REPORT

B&NES Allotments Association - Trading Hut Treasurer's Report 2018/19 **Period covering 1/11/2018 to 31/10/2019**

Income

Revenue for the year was **£4,568.25**, slightly down from the corresponding period last year. Income included £1,316.96 from orders for Kings Seeds, up significantly from 2018. Sales of potatoes, onions etc. are included in stock sales. £50 was received from BOG as a contribution to the gifts for Tim Baines and Pauline McGrath for their running of the Trading Hut for many years.

Expenditure

Expenditure of **£4,596.49** was significantly higher than 2018. While pure administrative costs were effectively the same and the Kings Seeds order was slightly bigger, the increases were mainly due to increased expenditure on stock and some £402.08 spent on improvements on the Trading Hut (shelves, lighting etc.). A gift of £50 was made to Tim Baines. The same gift was given to Pauline McGrath but was included in the 2017-18 accounts.

At years end stock levels were greater than the same point in 2018. If one includes the increase in stock value, the net overall income plus asset value verses expenditure is almost equal with an increase in value of **£252.49**.

In May the bank account was moved from Lloyds to the Metro Bank due to the frustration of dealing with Lloyds bureaucracy. The move had no impact on Trading Hut asset value.

Bob Mitchell who had agreed to become the treasurer for the Trading Hut has decided to give up his allotment and his role. Charlie Love has compiled the treasurers report.

Charlie Love (31/10/19)

C. TRADING HUT REPORT

Accounts summary

£	2018-19	2017-18		2018-19	2017-18
Income			Bank Reconciliation		
Seeds	1,317	1,066	Opening bank balance	4,228	3,206
Sundries	3,201	3,593	Income	4,568	4,659
Gifts	50		Expenditure	4,596	3,637
Total	4,568	4,659			
			Closing bank balance	4,200	4,228
Expenditure			End of year float	55	
Seeds	1,095	930			
Stock	2,926	2,556	Total balance	4,255	4,228
Admin	123	101			
Costs	402	0			
Gifts	50	50	Stock value	3,534	3,309
Total	4,596	3,637			
Net	-28	1,022	Total assets	7,789	7,537

D. PLANNING OFFICER REPORT

B&NES Allotments Association - Planning Officer's Report 2018/19 **Period covering 1/11/2018 to 31/10/2019**

New Local Plan 2016-2036

Policies and designations in the Plan will affect the future of allotments for many years to come. Although most sites in B&NES are statutory, some are not. But be warned, even protection under statute is not cast iron!

I have made submissions to adjust the wording of certain policies to strengthen protection for allotments in the future and submissions have been made to get certain allotment sites designated as Local Green Spaces. These are Fairfield Valley (Larkhall), Meadow View (Twerton) and Down Lane (Bathampton), all of which were missed when the current Local Plan was approved. I am hoping that these designations will be relatively easy to approve. Thankyou to everyone who gave me help and made testimonials, took photos. Unfortunately the Council's website hasn't reproduced the photos or the maps!

Planning issues to do with adjacent land at both Combe Down and Abbey View required more complex submissions and have less certain outcomes. Both these cases give a salutary warning that not all sites are safe or have guaranteed access rights.

All the submissions can be read in full on the Council's website (Local Plan 2016-2036). Unfortunately due to the stalling of the West of England Joint Strategic Plan, caused by housing issues, it is likely that the B&NES Plan will also be delayed.

Combe Down under threat

I have been up at Combe Down quite a lot, helping the small users group which has been formed to defend this 130 year old site from the threat of loss and who are trying to secure its long term future, given that the freeholder (a private developer) has only given the Council a five year lease. There's a lot more to be done to secure the future of this site and I have written to the Council (twice now) seeking their support. As yet I await a reply!

D. PLANNING OFFICER REPORT

Grants and projects

I have been to see the Council officers servicing the Bath City Forum, which is a grant giving body, and I have also attended a Third Sector forum meeting held at the Twerton Stadium, along with fellow committee member, Anne Love. We were impressed with the networking being done and also came away with the impression that grant-aid is out there for projects which fulfil the criteria.

Planning Applications

I monitor the area for any planning applications which might affect sites and for any other planning issues. I made a submission to the Council about the proposed development at the former Hartwell's Garage on the Newbridge Road, pointing out that the developer had failed to provide adequate allotment provision or to identify any sites nearby that could be provided. That application remains undecided, with a huge amount of local concern over a number of issues. Please alert me to any local planning issues and I will see what I can do.

Planning policies

I made a submission on behalf of the Association on the draft revised Supplementary Planning Document on developer contributions.

Contact with Councillors.

Finally, I organised a small tour of some sites for the then newly elected Cabinet Member for Communities, Paul Crossley. With the help of Judith, Kate (pictured with Paul) and others, I think he appreciated some of the community values we all share. I thought the sites we visited looked great!!

Please don't hesitate to contact me if you need any advice, or have any suggestions.

Jackywilkinson99@gmail.com



E. SITES WITHOUT A REPRESENTATIVE

Avon Park

Eastfield Avenue

Fairfield Park

Larkhall

Lyncombe Vale