

## **Bath & North East Somerset Allotments Association**

### **ANNUAL GENERAL MEETING 2019**

**William Jay room, United Reformed Church Halls, Grove Street, Bath BA2 6PJ**

**26th November 2019, 7pm**

**Attendees:** 49 people attended

#### **Members:**

Lucy Ashley	Kelsey Hoppe	Dan Piner
John Ashley	Maria Humphries	Laura Piner
Divya Atkins	Les Hynes	David Pole
Tim Baines	Howard Jeffs	Stella Pole
Tim Barnard	Antony James	Hannah Rees
Amanda Boston	Steven Jones	Kerry Rogers
Anita Breeze	Kim Jones	Anna Rutherford
Melvyn Caldwell	Louise Jones-Robinson	Carolyn Turner
Brian Chappill	Judith Jordan	Tricia Serrell
Christina Craig	Brenda King	Hilary Sheppard
Allan Darwell	Phil Kingerlee	Barbara Walker
Erica Draisey	Ron Lorenc	Barry Watton
Judy Enticknap	Anne Love	Ron White
Jean Evans	Charlie Love	Jacky Wilkinson
Anne French	Kate Mills	Helen Woodley
Clare Green	Janet Olechno	Benn Woodward
David Haigh		

Meeting opened and chaired by Charlie Love from the Trading Hut and LCE tenant.

## **1. Apologies**

Received from: Kate and Nigel Gardner, Anna Carling, Jackie Miller, Chris Pearce, Lyn Barham, Jon Lucas, Peter Fox, Richard & Diana Groom, Frances Dowding, Sharon Dowding, Rachel Lewis.

## **2. Approval of the Minutes of the AGM held on 12th November 2018**

### **2018 AGM Minutes approved**

Proposer: Les Hynes

Seconder: John Ashley

Carried unanimously.

## **3. Matters Arising from 2018 AGM minutes, not covered elsewhere on the agenda**

Charlie Love raised the topic of Allotment rent increase; also raised as an AOB by Peter Fox.

Charlie outlined that the Councils objective is that all Allotment costs, approximately £70k per annum, are covered by the rental income. To achieve this the rents are increasing by approximately 15% per annum for three years - 2018/2019/2020. Although the % increase appears high in absolute terms the amount is relatively immaterial also noting that people receiving benefits receive 50% discount on their rent. The Allotment Association will keep a watching brief on this topic.

For information - Minutes from Allotment sub-forum 14/11/2017:

### ***3. Allotment Charge Rates 18/19***

*Mark Cassidy (MC) said that through the Parks review process this year that he had aimed at simplifying budgets and group costs together (i.e. allotment costs). The current position is that we (Parks) have costed grounds maintenance operations (grass, hedges, trees), SSB costs, officer staffing and other budgeted costs at around 70k. MC said that the above costs do not include infrastructural maintenance/replacement costs such as fence improvements, water trough turn on/off etc. as these currently sit with Property Services (a different dept. of the council). MC said that this was likely to change giving Parks autonomy of the budget and priorities of spend. MC was not aware of the budget allocated to allotment*

*infrastructure maintenance and it was discussed that this would put an additional quantifiable cost to the allotment budget as this is transferred – it was acknowledged that this additional cost would potentially increase the allotment budget (to be underwritten by allotment tenancy rents) should this happen. Never the less the currently financial position is that we have a gap between income (50k) and expenditure (70k) to the value of circa 20k. MC proposed that a 3 year increase in rental income that equates to £6718.80 per year overall, would bridge this gap. The change would require plot charges to increase by an average of £5.85 per plot per year (approx. 1148 plot divided by £6719). In reality the effect of this price rise is that allotment rent will increase from £8.02 to £9.19 per 25 sq/m. It was agreed that this would take effect in Sept 2018.*

## **4. Key updates and Independent Examiners( IE) reports**

### **4.1.Treasurer and IE report**

Judith Jordan provided an update on the Allotment Associations financial status noting that the Association are very keen to assist on small projects that benefit allotment tenants e.g. deer fencing, compost toilets etc.

## 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**

John Ashley provided the IE report. John noted that the Association accounts do not have a Balance Sheet with the only asset being the bank account. John thanked Judith for the well kept records.

### 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.

**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 included 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.

## **IE report and acceptance of accounts - Allotment Association approved**

Proposer: Kate Mills

Seconder: Les Hynes

Carried unanimously.

### **4.2.Membership Secretary**

Judith Jordan provided an update on the Allotment Associations membership status. Membership has unfortunately decreased by 24 during the year, there is no singular reason with the majority of leavers citing that they are giving up their allotment.

We continue to explore ways of enhancing membership and are open to any new ideas.

## 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 and IE report**

Anne Love (Trading Hut sales) and Charlie Love (Trading Hut buyer) provided an update on the status of the Trading Hut.

Additional points noted :

- input welcome on what stock people would like noting that there are storage issues for compost
- seed order submitted for approx. £3k, expected in during December with potatoes due in January
- a big thankyou to all those who support the Trading Hut and especially to the volunteers

# 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**

This is the first year that we have had the Trading Hut accounts independently examined. As the Trading Hut is equally owned by the Allotment Association and Bath Organic Group the accounts cannot be integrated into the Allotment Association accounts. A stock take was not performed but the cash in and out has been audited and a stock take will be performed next year. In addition an action will be taken to align the dates of the Trading Hut and Allotment Association accounting year ends.

### 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.

**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.

<b>Signed:</b>	J B Ashley	<b>Date:</b>	13 November 2019
<b>Name:</b>	John B Ashley		
<b>Relevant professional qualification(s) or body (if any):</b>	Associate Member of the Institute of Chartered Accountants in England and Wales		
<b>Address:</b>	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.

**IE report and acceptance of accounts - Trading Hut approved**

Proposer: Les Hynes  
Seconder: Anna Rutherford  
Carried unanimously.

**5. Election of Officers and Site Representatives**

CL proposed for all Officers and Site Representatives to be re-elected 'en bloc'.

**Election of Officers approved**

Proposer: Les Hynes  
Seconder: Annie Love  
Carried unanimously.

**Election of Site Representatives approved**

Proposer: Hilary Sheppard  
Seconder: Anita Breeze  
Carried unanimously.

## 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 - 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

## 6. Future Plans

Jacky Wilkinson gave an update on future plans and ideas; key points raised:-

- the Allotment Association are looking at ways of allying with larger organisations to obtain funding for projects
- form available on the Allotment Association website to request funding for small projects e.g. composting toilets
- looking at opportunities to support disabled gardeners

## 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

Screenshot

- Louise Jones-Robinson (Fairfield Valley) raised that she has requested the Council to provide compost toilet and greenhouse; depending on response this may be a candidate for Allotment Association funding.
- Helen Woodley raised that 3SG (3rd sector group) is a very useful networking association with regular meetings held in Bath.
- Query raised re S106 funding - confirmed that this is managed via the Bath City Forum.
- Anita Breeze raised a question re Sustainability. Jacky Wilkinson responded that the Council have a Sustainability / Climate Emergency initiative and Jacky is in contact with the Cabinet member responsible.

## **7. Any other business**

- Helen Woodley asked what the process was to get the seed catalogue now the AGM date has moved. Charlie Love responded that the catalogues can be collected from the Trading Hut and that you can also view the catalogues online. Kerry Rogers noted that the site representatives often will have spare catalogues available. Anne Love noted that she has ordered spare seeds and these will be available for sale at the Trading Hut with the same reduction (33%).
- Erica Draisey (Bloomfield) asked if there is a work-plan from the Council for site maintenance activities as there has been a long delay on the woodchip / leaf mould bays being built / mended. Also if there is a view available of when bays will be filled and if this could be added to the Allotment Association website. Jacky Wilkinson mentioned that woodchip is usually available from Lower Common East and can be collected by any allotment tenant.
- Jacky Butland raised a question re views on Bee Keeping. Anna Rutherford highlighted that there were bees on Lower Common East but these were moved due to complaints. If you want to keep bees you need to apply to the Council and will need to have some fencing.
- Anne Love asked for feedback on Trading Hut opening times.
- Louise Jones-Robinson asked if there was a list of suppliers of organic compost etc. Anne Love responded that there were and this information could be added to the Allotment Association website.
- Brian Chappill asked re what happens to the residential green bin compost.
- Request made re improving disabled access at Hampton Row To be discussed with Catherine Parker (site representative).

## **Summary of actions**

- Allotment Association to keep watching brief on rent increases to ensure aligned to agreement made in 2017 sub-form
- Allotment Association and Trading Hut accounting year ends to be aligned
- Trading Hut stock take to be taken for 2020 year end accounts
- Allotment Association to follow up with the council re site maintenance work-plan
- Allotment Association to follow up with the council re bay filling calendar / communication
- Allotment Association to update website for suppliers of compost etc. not stocked at the Trading Hut
- Allotment Association to follow up with the council re understanding what happens to the residential green bin compost
- Allotment Association to follow up with Cathrine Parker (site representative) re disabled access at Hampton Row