

## AGM Reports

### Chairman's Report:

Having initially approached Haxey Parish Council via the Epworth Bells newspaper in Summer 2008 in an endeavour to obtain their agreement to an allotment site within the Parish, the current site in Cove Road, Westwoodside was duly provided. I would like to personally thank Haxey Parish Council, and its Allotments Working Party in particular both for their substantial financial support as well as for their personal support for this venture without which the allotments simply would not have happened. Also special thanks go to the other members of the Allotment Association committee namely, Alan Armstrong, Ann Clifton, and Andrea Brocklebank, and also in the early stages to the then secretary Jasmine Steers. It really has been a tremendous team effort to get to where we are today. The site has been professionally prepared/marked out by the contractor, Nigel Brownbridge, and I am sure that you will all agree that all the hard work undertaken by him and his staff has saved us all many back-breaking hours trying to prepare our plots ready for planting in Spring 2010. The recently acquired grant funding to be mentioned in greater detail later is most welcome and special thanks go to Deb Hotson, Clerk to Haxey Parish Council, and to Alan Armstrong for their hard work and dedication in this respect. We are still keeping our fingers crossed that we may also obtain some Lottery funding for a communal shed later this year. I am sure that our allotments will be a long lasting and sustainable project which will provide a great deal of pleasurable leisure time for our plot holders, their families and the local community as a whole. Finally, I am sure that we are all looking forward to cementing our friendships and to supporting each other as and when possible. I have already learnt so much in such a short period of time about growing certain vegetables, weed control and soil preparation from our more experienced allotment gardeners and long may this continue.

### Fundraiser Co-ordinator's Report:

<p><b><u>Objective: 2009</u></b> Obtain money to support the establishment of Haxey and Westwoodside allotment site.</p>	<p><b><u>Process</u></b> Develop contacts with relevant agencies eg, North Lincs Council, Yorkshire allotment and gardens federation, City farms and gardens and Parish Clerk.</p> <p>Search the internet for possible agencies/contacts/grants available.</p> <p>From above two activities discovered "Grantfinder" software search tool that can take criteria of fund value, location, type of applicant and purpose to arrive at UK government, European Community and Business sources of finding. North Lincs council has funding coordinator who helped refine search criteria, confirmed opportunities and assisted in application process.</p>	<p><b><u>Identification of likely sources of funding.</u></b> From "Grantfinder" 14 sources of funding identified.</p> <p>All 14 organisations contacted. Only organisation offering funding was Lottery through Local food initiative.</p> <p>North Lincs council highlighted opportunity of funding from RDPE programme, Leader grant. This is European Community money aimed at developing rural communities.</p> <p>Both grant applications have a two step process. A first stage level where acceptance leads to a full grant application.</p>
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<p><b><u>Lottery grant: Local Food</u></b> Local food grant application made in April 2009. Part of grant criteria was that 20% of grant had to be revenue items. Grant was rejected in July due to the revenue items of water, maintenance and manure being unacceptable items.</p> <p>Discussion with North Lincs funding co-ordinator also highlighted lack of community aspect would limit chances of success.</p> <p>New grant application made in August, to focus on community shed and community worker. First stage approval gained in December. Full grant application in process</p>	<p><b><u>Leader Grant</u></b> Learning from lottery experience this application included confirmation of involvement of scouts, brownies and care home.</p> <p>The first application was sent in August and included the costs for topsoil, gravel boards, sheds, compost bins and maintenance. The grant was made through the Parish council since they were recognised by RDPE as an established organisation. RDPE asked more information to support the grant and would only consider topsoil and gravel boards. Final application made in November.</p> <p>Approval given in December, £14,512</p>	<p><b><u>Next Steps</u></b> Complete lottery application. Estimated response in 2 months.</p> <p>Continue to search for new sources of funding. Current area of focus is funding for disabled.</p>
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#### **Health & Safety Co-ordinator's Report**

It has not been a busy year for the Health and Safety Officer, totally due to the fact that until very recently there have been no allotments to administer Health and Safety considerations to. My report is therefore quite brief.

Now the allotments have been allocated and the site has been set up with footpaths etc. I have undertaken a Risk Assessment on the site as it stood on 13<sup>th</sup> December 2009.

#### **Fire Risk Assessment**

- When the site was visited there were no sheds present, and the site was considered at present to pose no fire risk. There are however some points to note.
- There is a clear indication from Haxey Parish Council that no gas cylinders can be stored on the site, nor are fires to be lit. The Committee will uphold the wishes of the Parish Council in this matter.
- All storage of horticulture chemicals, fertilisers etc within allotment holder's sheds should be stored carefully in line with the manufacturers' guidance, and all flammable substances away from sources of ignition and in a non-flammable container.
- Fire fighting equipment is not required at present on the site and the water stands throughout the site are sufficient for present needs. It is considered that once sheds are on the site that the shed owner needs to be aware of the contents of their sheds and have adequate fire fighting equipment as necessary.
- A follow up Fire Risk Assessment will be undertaken in 6months time and updated accordingly.

#### **Allotment Site Hazards**

At present there are few hazards visible within the site, although an Allotment Site Hazard Checklist was completed on the 13<sup>th</sup> December 2009. The main points of this were:

- A notice should be placed on site giving Emergency Contact details
- Fuel Storage – gas cylinders are not to be stored on site. Plot holders to store any flammable chemicals etc. in a non-flammable container.
- Trees – The trees to the north of the site due to their age and the inability to check their structure due to ivy presence do cause a potential hazard to the site. Tree ownership to be ascertained and if possible cutting back of ivy to allow proper risk assessment of trees.

- Potentially toilets may be considered for the site in the near future, and if they are installed hand washing facilities should be provided.
- Any water butts located on the site will need to be securely covered.

As with the Fire Risk Assessment, another full Allotment Site Hazards Assessment will be undertaken in 6 months time.

#### Health and Safety

- I have found out is quite a complicated, (some would consider boring) but essential consideration for allotment sites, but it is really wide ranging and there is insufficient space to mention all the potential issues within such a report as this.
- Outside of the 6 monthly reviews of Fire and Allotment Site Risk Assessments any matters considered causing a potential hazard will be discussed with individual plot holders when concerns are present.
- Overall the site poses no concerns, and we are lucky to have been given a site in such good condition, with new footpaths, water standpipes etc. New sheds will not have such materials such as asbestos and this too is a good thing.
- The coming year as Health and Safety officer, I am sure that I will have a busier year, but I hope that you consider me to be an assistance to ensure that we all enjoy our allotments in a productive, but safe way.
- I hope you all have a good first year on the allotments, and please do not hesitate to ask me if you need guidance on H & S matters, what I don't know immediately I can find out!

#### **Secretary's and Activities Co-ordinator's Report:**

As you all know, I took over the Secretaryship on a voluntary basis when Jasmine resigned. I have, as is required, taken the minutes at each meeting and offered them to the Committee for verification and agreement. However, as temporary Secretary I have not taken on the full range of usual tasks, these having been covered by the Chairman.

I have, both as temporary Secretary and Activities Co-ordinator, taken a full part in the meetings and would like to add my thanks to Alan Armstrong for his heroic efforts in obtaining the grant which we have recently been awarded. It was entirely due to his efforts and co-operation with both the grant authority representative and Haxey Parish Council Officers, especially Deb Hotson that this has been possible and my personal thanks go to them all.

As Activities Co-Ordinator, I instigated the Newsletter, one edition of which has been published. I was a little disappointed by the lack of feedback – although some was received. I have researched the dates of the major flower shows for this year and these were included. If we want to arrange visits to these, and other events, we need to do so at an early stage. Chelsea Flower Show, for example, will be sold out for this year already so forward planning is essential. Do please let me know if you have any ideas – from a show visit to organising a barn dance!

As you may know the handover of the allotment site took place recently and we were handed a cup by the Land Working Party of the Parish Council, this cup to be presented annually to the holder of the Best Kept Allotment. We have ascertained that a show used to be held in WWS Village Hall and have tabled the idea of a new show to be held annually. I am currently researching the details of staging such a show. An Open Day is envisaged in the spring, details to be arranged, so that allotment holders and local residents can get together. We are hoping that this will help to cement a good relationship between local residents and allotment holders and allay any fears which residents may have about the site. We also hope that this will become an annual event.

Finally, hopefully the worst of the winter weather is now over and we can begin to concentrate on our plots. Please come back to me with any ideas you may have and, in the meantime, happy gardening! Thank you.

**Treasurer's Report:**

To date 21 full plots and 4 ½ half plots have been sold/assigned and a further 1 ½ community plot allocated. There are currently 4 ½ plots available with ½ a plot be retained for the communal shed in due course.

**Income since 1/8/09**

Haxey Parish Council set up grant	- £200.00
Plot sale fees received	- £1680.00
Bank interest	- £0.06
<b>TOTAL INCOME</b>	<b>= £1880.06</b>

**Expenditure since 1/8/09**

Plot Rents paid to Haxey Parish Council	- £1075.00
NSALG Ltd society membership	
(£2 per member)	- £52.10
Public Liability Insurance	- £64.75
Haxey Memorial Hall room hire	- £8.00
<b>TOTAL EXPENDITURE</b>	<b>= £1199.85</b>

**TOTAL FUNDS IN BANK ACCOUNTS = £680.21**

The list of members is to be updated annually for NSALG Ltd society membership/for Insurance purposes.

Volunteer needed to overview/ audit the accounts and to confirm that they are in good order (Graham Guest has agreed to be the auditor).