

SAUGHTON MAINS ALLOTMENT ASSOCIATION
SMAA Committee Meeting, Sunday 12th November 2017, 11am

Present: Yvonne Dawe, Jean Carletta, Neil Gray, John McCleary, Alan McStay, Peter Moir, Mary Simpson
Brian McGurk, Rosina Weightman.

Apologies: Jan Bradbury.

Since Rosina was late, Jean took the chair.

1. Matters Arising:

Changing the names on the Bank mandate.

It was confirmed that Jean was a plotholder and had therefore correctly been elected as treasurer as decided at the AGM, when her election was made subject to confirming her eligibility with Iain Woolard/Edinburgh Council.

The meeting confirmed unanimously that for the purposes of our RBS bank account, the three currently authorised signatories be removed from the mandate: viz Anthony Stanton, Mary Simpson and George Sutherland, in accordance with section 5 of the RBS mandate form.

The meeting also confirmed unanimously that the following be added as authorised signatories according to section 6 of the RBS mandate form: Jean Carletta (known as "Jean Gifford" for banking purposes), Rosina Weightman, Alan McStay and Jan Bradbury.

The resolution to proceed with these changes was proposed by Peter Moir and seconded by John McCleary.

Mary provided a copy of the constitution, signed and dated as correct. Jean undertook to take forward the paperwork after consultation with the outgoing treasurer George Sutherland.

2 Plans for the Coming Year

- a) **Zoo Poo.** Mary reported that she had twice phoned the Zoo to consult on the delivery possibilities, but had to leave a message on the answering machine. She had not yet had a call back.
- b) **Fence repair:** Peter was not present to report on this, or on progress with the **folding tables**.
- c) the major **painting jobs** will be left till next year. Donald had already painted the toilets.
- d) Mary gave an outline of the contents of the **Plotholders' Pack** which she will circulate for comments in the New year. It should be finalised in time for the new plotters coming on in spring.
- e) **Establishing a website** for notices, minutes etc. It was possible to use free charity web designs, but also the FEDAGA website. This seemed to be the best for us. Jean and Rosina will investigate further
- e) **Establishing Bee Hives:** The draft minutes of the AGM failed to register objections from a plotter adjacent to the proposed site; this will be corrected before they are approved at the next General Meeting. Meanwhile Jean undertook to check on the advice of official bee keeping societies. The view of the meeting was that if the safety precautions advised by these groups were properly adhered to there should be no problems. If we were taking responsibility for health and safety on the site as a consequence of the decision, we should ensure that the fence was up to the standard required.

3. AOCB

Data Protection: Jean raised concerns about data protection with respect to any information held on plotters bank accounts as a consequence of the trading schemes. She undertook to check that George had removed any held by him from his computer. It was agreed that only names and plot numbers should be held in our records, plus preferred contact details (email addresses, Facebook ids, and perhaps telephone numbers) when these were given by individuals. Since members give contact details on trading forms, at a future meeting we will consider how best to determine whether these details are for one off use or to be gathered for general contact use. .

Notices re Cttee Members

Mary will circulate a notice of cttee members with plot numbers for the notice boards. A similar list with added mail addresses will be circulated to the cttee.

Skip Hire

Rosina had investigated and had been taken aback by the charge of £180 +VAT.

After discussion it was agreed that a large skip should be hired over a three day weekend period in the spring.

As far as was possible, monitoring would take place to keep down domestic waste dumping.

Container Keys:

It was established that 5 people had container keys: Rosina, Peter Shaw, Alan, John McCleary and Jean who had retrieved one from George.

Road Complaint

There had been a complaint from a plothead that his car had been scratched by bushes on the approach road. It was agreed that this should be reported to Ian Woolard who would be able to establish whether this complaint should be directed to the Council or to Scottish Power, whichever owned the road.

Managing the mail addresses list

Mary was sure she now had most of the addresses which had been held by George and Peter from the trading. It was agreed that someone else should hold the masterlist, but she cautioned about sending out unnecessary amounts of mails. She had kept the mailshots to a minimum. Jean will liaise with Mary on this.

4. Date of next meeting

No date was set for the next meeting. Rosina and Mary will be away early in the year, so a suitable date will be set later.

MS/ 14/11/17