

# MINUTES OF STANWICK COMMUNITY GARDEN MANAGEMENT COMMITTEE MEETING

Wednesday 4<sup>th</sup> March 2020

Held in Stanwick Club

Present; Dave Cox (Chairman), Brenda Marshall (Secretary) Clare Annable (Treasurer), Janet Carrington, Carolyn Brawn, Lucy Speirs.

1. **No Apologies**
2. **The minutes** of the meeting held following the AGM on 19<sup>th</sup> February were approved as being a true account.
3. **Treasurer's report including membership figures:** We have paid the contractor for the recent work done and at present we have £919.97 in the bank plus £82.42 in cash. After the budget figures (expected annual expenditure) are taken off this figure we have £602.39 that is not yet allocated. The membership figures are looking good. With 22 voting members, plus their families and group members, 208 children in all! Only six people have not yet renewed their membership this year. All of the mini plots were taken up and paid for.
4. **The signing of the amended constitution:** The secretary apologised as the alterations have not been made yet, this will be prepared for the next meeting.
5. **Approve the updated Guidelines:** The wording of the guidelines was approved and the amended guidelines are attached as **appendage 1**
6. **New Five Year plan:** The five year plan will be mainly about maintenance although we still have a few items that we would like. High on our list of priorities is a plant trolley of the tiered type for this spring. It would make it so much easier to wheel seed trays in at night when the plants are big enough to go outside. They are very expensive new and we are looking for a second hand one. We think we should approach Tesco as they have been helpful in the past. **Dave to action**  
We may also need a ventilation fan for the toilet, which would require a solar panel, and guttering for the new buildings. We also discussed the possibility of buying some shingle to put behind the buildings but it was decided to try to grow wild flowers there instead in the first instance. Our annual overheads include Insurance, Timber treatment, our normal budget figures (compost, seeds, plants, etc.)  
The summerhouse has to be treated very soon. It was decided to use Sadlins timber treatment in a clear or light wood colour. **Christopher Brawn will price this.**  
The largest cost for the future would be to replace the polytunnel. It originally cost £2,500. But the cover would probably cost around £900 to replace. It has two and half years left on the guarantee and although it may last a lot longer than that we think we should start to save towards it now. To this end it was decided to put aside £300 towards the polytunnel replacement.  
**Insurance:** It was suggested that a risk assessment was done on the summerhouse. We are not insured to hire out the summerhouse so we will ask for a donation if anybody other than a member wishes to use it. Safeguarding children and vulnerable adults-our policy is not to have one to one contact with either. These groups will always have their own supervisor, parent or teacher with them.

We need to prepare some notices for the use of the compostable toilet and guidelines for the use of the summerhouse. Some of the notices can go on the noticeboard at the front of the garden. But it was felt that some had to be in more relevant places. There is already a Health and safety notice in the polytunnel. Some draft notices will be circulated for discussion.

#### **Clare to Action**

We will need a high shelf inside the toilet, and the summerhouse to keep some things out of reach of children.

7. **Review current works and progress of the same:** The paving is finished and used up all of the left over blocks. It looks great and it means that we can now start using the summerhouse as soon as we have put the furniture inside and put notices up. There is some sand left over and it was decided to distribute this.
8. **Summerhouse access:** It was decided that the summerhouse keys will be kept in a separate key box from the toilet key. To this end we need to purchase one more key safe. The key safes will be fixed to the toilet shed in between the buildings. Members will be able to use the summerhouse by prior arrangement so that the management committee know who is going to be using it. If an outside group wish to use the summerhouse they must become members so that we have contact details. All will be asked to donate a small amount towards the upkeep of the building. Children's parties will not be permitted.
9. **Toilet access, signage and accessories:** The toilet engaged/vacant indicator has yet to be fixed. We need to purchase hand sanitiser (there is no running water), the cheapest toilet paper to ensure it is compostable, a small watering can to wash down the urinal, some sawdust and a scoop, wet wipes, disposable gloves and a kiddie step. We already have a bin and kiddie seat. The urinal is not yet completed, hopefully it will be done in the next week.  
All of the allotment holders will be asked if they wish to pay a pound to become members and have use the toilet. It was decided that we need to know who has access to it. It will need cleaning every week and checked regularly
10. **Member's ideas for use of the summerhouse:** Hollie Chapman has offered to put together some things to occupy children when using it. We will give her a budget to purchase some items that can be kept inside. **Brenda to contact**  
We have a whiteboard that can be put on the wall next to the window on the left. We have a flip chart that can be used for current notices. We will fix some cord across the wall on the right to peg children's drawings etc. to. This saves making holes in the walls all of the time. There may be a need to buy some storage drawers for small items. There will be a calendar of events on show. There is still a plaque to be put up on the front of the building.  
As the official opening is taking place at our **Open Day** we should plan some events around this. A sunflower growing event will be arranged with a message going to parents through the School. **Dave to action**  
Lucy is happy to lead a 'grow your own' workshop and will make a poster to send to members. **Lucy to action**

Other suggestions included-

- Contacting a hedgehog charity to arrange a talk.
- Inviting a local gardening group to an event.
- A largest vegetable competition.
- An open day picture competition.
- Informal morning sessions for really amateur gardeners with a drink and chat.
- Organic pest control-what works for you?
- What's gone wrong when you have tried to grow veg?

It was agreed that we need to start growing now for our plant sale at the Open Day.

11. **Community Garden Awareness week:** This takes place from April 6<sup>th</sup> to 12<sup>th</sup>. We won't be arranging anything special for this as it is too close to our Open Day. But we there is an associated competition that we may consider entering which is the Cultivation Street campaign. Sponsored by Miracle Gro it is all about Community Gardens. This will be investigated. **Dave to action**

12. **A.O.B.** Christopher Brawn has repaired the main gate that was damaged in the recent storm. **Dave Cox** will contact the Clerk to the Parish Council and ask for a memo to go out to allotment holders to take care to close it properly. **Carolyn** will dig in manure inside the polytunnel in the vacant areas. We will buy some liquid feed to water in the other areas.

# **STANWICK COMMUNITY GARDEN USER GUIDELINES**

## **Community Garden opening/use times**

Dawn until dusk, seven days a week.

## **Notice boards**

The public notice board is at the entrance to the Garden. The members notice board is in the polytunnel and is a way for all of us to stay in touch. Please use it for any garden-related purposes.

## **Security**

The car park gates can be left open and unlocked while cars are parked. The gates into Community Garden area will be left unlocked for community access but must be kept closed for rabbit proofing purposes. To help keep property secure, please do not divulge codes of the locks.

## **Rubbish**

Compostable - please dispose of all vegetation in the brown bins.

Non-compostable - please use the appropriate bins for non-recyclable and recyclable rubbish (no dog mess, please).

## **Water**

Remember, to conserve the use of water at all times – The harvested rainwater should always be used as a priority. The secure tap nearest the polytunnel can only be used under the direction of committee members.

Please check the member board for specific instructions on watering plants - otherwise water as required.

## **Organic gardening**

No weed killer, pesticides etc. to be used unless first discussed with the Committee. If vermin is seen, please report to a committee member.

## **Tools & Storage Container**

Return cleaned after use and store safely. Children are not allowed in the storage container. Access to the storage container is by permission of the committee only.

## **Garden Product**

Produce is grown on a not-for-profit basis, but can be sold for future funding of the community garden. Any surplus will be distributed at the Committee's discretion.

## **Visitors**

Family members are welcome to the garden site; children must be accompanied by an adult and must be supervised at all times. Dogs, except those on a leash, are not allowed.

If you have any questions, suggestions, or complaints, please contact a committee member by email [stanwickcgg@gmail.com](mailto:stanwickcgg@gmail.com) or telephone Dave Cox on 07920095981 or Brenda Marshall on 01933 461670.

March 2020

3rd May 2017

Page 1 of 1