

# Caerphilly East Allotment Federation

## These are the minutes of the Formal AGM

### DATE

July 2<sup>nd</sup>, 2025

### TIME

7.30pm

### MEETING CALLED TO ORDER BY

Helen John

### 30 SECONDS SILENCE

The chairman asked those present to observe 30 seconds silence for the recent passing of the previous chairman, John Lewis and previous secretary, Ken Jones.

### APOLOGIES

Dave Shelton (Lewis Street)

### PRESENT

There were 35 members present as per the signing in sheet

### MINUTES OF LAST MEETING (03/06/2024)

The minutes of the last meeting were read out by the acting secretary and accepted by the meeting.

Proposed by John Rawlinson (Hill View) and Seconded by Martyn Turner (Cobden Street)

### CHAIRMAN'S REPORT

The chairman thanked everybody for their attendance today. She thanked the associations for their work over the past year and also the committee for their work and support. She stated that there was always room on the committee for new members.

She said that the previous chairman and secretary had resigned from the committee due to disagreements with Caerphilly County Borough Council (CCBC).

CCBC's legal team has been asked for a template for all site secretaries relating to the Notice to Quit for plot-holders.

The notice to quit is likely to be prolonged but is keeping us within the law should the person being asked to quit have any recourse to take the allotment committee to court.

The Devolved Management Agreement would be forwarded to all site secretaries for their input into the document. The signing of the agreement would ensure that CCBC would release all future grants to the Federation.

Part of the Devolved Management Agreement includes sections on COSHH and Risk Assessments. It is important that CCBC is involved in helping each allotment to implement these policies. They have stated that they will provide training to representatives of the allotments to this end.

Amanda Noden explained that she is qualified to spray certain chemicals on her allotment, but other plot-holders are likely not to be qualified and so must not engage in spraying these chemicals as this would be illegal.

The chairman is going to question the amount of the grant payable to the Federation as it has not changed over many years, especially with costs increasing over the past years. This includes provision for disabled and implementation of Risk Assessments. That was the end of the chairman's report and she introduced the treasurer for his report.

## **TREASURER'S REPORT**

The treasurer presented the meeting with a spreadsheet with details of the income and expenditure for 2024/2025.

Opening Funds: £24574.90

Total Income: £10797.50

Total Expenditure: £10044.41

Balance: £753.09

Opening Funds: £24574.90

CEAF Allotment Federation Bank Funds as at 30/04/2025: £25327.99

Cheques waiting for bank clearance:

Vicarage Rd Skip: £350

Cancer UK, John's Funeral: £50.00

Stock and Fixed Assets Held: Computer and Printer, Tree Loper, Road Compactor.

The treasurer explained that he has provided CCBC with 5 years of accounts, which the council was happy with.

The question was asked whether allotments could adopt a block insurance scheme as was arranged in the past. The treasurer said he will ask CCBC if we can arrange a block insurance scheme.

## **MATTERS ARISING**

One member asked if the venue for further meetings could be changed due to the poor acoustics of the Millenium Centre.

It was asked if there was any news on the amalgamation of Caerphilly East and Rhymney Valley Allotments. There was no news yet, but Rhymney Valley cancelled a recent meeting with CCBC and CEAF.

## **ELECTION OF COMMITTEE MEMBERS**

Committee members were voted using a block system rather than individual voting.

Committee Members Voted were:

Chairman: Helen John

Treasurer: Rod Nichols

Secretary: Dave Summers

4 Committee Members.

Proposed by Martyn Turner, Seconded by John Rawlinson

The meeting was closed by the chairman at 8.30pm.