**Minutes of C.A.G.A. Annual General Meeting on 12th October 2016**

Present : Gerry Wells (Chairman) ; Stuart Harding (Treasurer) ; Ruth Edge (Secretary)

The minutes of last year’s AGM were agreed as a true and correct record. There were no matters arising. The Chairman welcomed Sarah Higgs from Chinnor Parish Council to the AGM.

Chairman’s Report - the Chairman changed the format for this year, deciding to concentrate on things that had been achieved during his second year in office. In order to learn more about the allotments and the people working plots, he had attempted to speak to as many people as possible on site during the year.

Works were carried out to improve the access road, supported and paid for by Chinnor Parish Council. As requested we obtained three quotes and CAGA agreed to oversee the work which was carried out by our second choice of contractor from Stokenchurch, the preferred one having let us down on timing. Having completed the new road, it was necessary to make alterations to the entrance gate and this was kindly done by our allotment ‘handy man’. Thanks go to him for his efforts. Speed ramps were also installed and all plotholders are asked to adhere to the 5mph speed limit and to always give way to incoming traffic. Consideration is now being given to improve the entrance at the scout hut end.

This year’s July BBQ to celebrate CAGA’s 90th anniversary was free to plotholders and partner. The evening was a great success and, as usual, the food was excellent. Unfortunately about 10 people who had said they would attend failed to turn up, which resulted in a surplus of food and loss of income on drinks and raffle proceeds.

One working party was held with the usual individuals offering to assist. On the chosen day 2½ hours were spent improving an abandoned plot and it was also worked on for 2 days with the tractor. Leaking taps have also been fixed. The Chairman pointed out that the individuals who volunteer their time on such projects never ask for recognition and we are extremely grateful to them.

Following new regulations regarding the use of chemicals, it was pointed out that we have only one person on site qualified to spray. Plotholders are therefore asked to be patient if plots require spraying. A rotovator and lawnmower for path mowing are also available to plotholders. Both will be supplied with fuel and plotholders are asked to make a donation to cover costs. We have recently purchased a small trailer which can be used by the committee to move material around the allotments.

A recent request was made as to whether CAGA would allow dogs onto a plotholders allotment. It has been discussed by the committee but no decision reached. The Chairman asked for general opinions for and against.

A new CAGA website has been designed and built by a plotholder free of charge. It will be up and running before the end of the year and will contain information included in the Pump and copies of committee meeting minutes. There will also be information about the produce available in the shop and their prices. We hope that the website will encourage people to get involved.

The Chairman thanked the committee for attending a monthly meeting. A vote of thanks was given to our Treasurer Stuart Harding and to Secretary Ruth Edge. Thanks also to Pauline Shurrock aka Peastick for her contributions to The Pump.

Questions Arising From The Chairman’s Report : Jeanette Hyland asked who repaired the gate as she wished to thank them. The Chairman replied that it was done by a member of the committee and that the person responsible would prefer to remain anonymous as he was not looking for praise.

Jeanette also suggested making a vehicle passing place along the entry road. As Tony Seymour has now given up half his plot this may be possible but would involve a lot of preparation. The committee will give the matter consideration with priority being given to those **entering** the site.

David Shaw congratulated CAGA on the new website and offered to assist with any tests should they be required.

Treasurer’s Report - Shop sales are up 18% on last year though the cost of purchasing items has slightly increased. Fee payable to CPC has increased and will increase again for 2017. Proceeds from the raffle are the same as last year though the cost of the meat has increased. We now have two prizes plus the whisky raffle. As the 2016 BBQ was a free event we made a very small loss and have consequently decided to make a small charge for the next BBQ. Costs under building and maintenance are lower and, following the demise of the Thirsty Club, the cost of electricity is considerably lower. Total assets including shop stock is £10,263.

Plot-letter’s Report : the chairman stated that this is a more complicated role than it first appears. Plotholders fall into two categories – those who visit on a daily basis and those who are only able to visit at weekends because of other commitments.

Decisions are made following the rules laid down. Rule 3 states that **at** least 50% of any plot must be cultivated with the remainder being kept relatively free of weeds. The wording of rule 3 needs to be made clearer and the committee will be reviewing all the rules before the end of this year.

Previously no ‘buildings’ have been allowed on site however, following consultation with CPC and by arrangement with the plot-letter, greenhouses are now permitted. They must be no larger than 6’ x 6’ and polycarbonate must be used instead of glass. Storage chests must be no higher than 4’. Cages must be regarded as temporary structures and taken down at the end of the growing season.

There have been several complaints regarding bonfires, particularly from the Cherry Tree residents. Plotholders are asked to be considerate and consider the wind direction before lighting fires and not to leave them unattended.

Plotholders are responsible for keeping their paths tidy and mown and we have a mower which they can use for paths. Allotments should be at least 1 metre from the boundary fence and a few individuals are breaking this rule.

The skip hired this year was intended for use by the committee to clear vacant plots, however it was filled up rapidly by plotholders getting rid of all sorts of rubbish. Plotholders are reminded that they are responsible for getting rid of rubbish themselves and any items which are non-compostable should be taken to the tip.

Questions Arising from the Plot-Letter’s Report

It was asked how many plots were currently vacant and how many are on the waiting list. Reply was 6 vacant however 3 need work and are therefore currently unletable. There are 6 on the waiting list. They have been contacted but have not yet responded.

Plotholders requiring access to the lawnmower should make arrangements with the person on shop duty or Paul Carstairs between 10am and noon on Sundays. There is also a Mountfield Rotary mower for use. Machines will be supplied with fuel and a donation is requested to cover this.

The same applies to the rotovator but as this is a large machine requiring considerable strength to operate, we do not expect the ladies to use it. Those wishing to use the rotovator will need instruction before use. Please ask in the DC If help is required to rotovate plots. Use of any CAGA machinery is at the plotholder’s own risk. Only 3rd party insurance is available.

ShopReport : it has been a year of sorting out problems and reviewing systems. The new entry road should enable goods to be delivered direct to the DC. Rules have changed regarding the use of chemicals and a license is now required. This has impacted on quantities available for purchase and also on price. Bamboo canes were in short supply. Next season canes will be ordered in November and we will make sure that we have plenty in stock.

Potato orders are flooding in and onion sets will be available again next year. The stock of seeds will be replenished in time for when the potato orders are ready for collection. Only bags of Pink Fir will be split. All other varieties will arrive in bags of 2.5 kilos.

A plotholder thanked the committee for donating seeds to ‘Greener Chinnor’.

**Election of Officers & Committee Members**

A proposal was made to retain the individuals currently occupying the roles of Chairman, Treasurer and Secretary. They were voted in for 2016/17.

At the end of his second year as Chairman, thanks were given to Stuart as Treasurer and Ruth for her Secretarial role. Two people, a male and a female, have agreed to join the committee and we welcome their input. Any plotholder can attend a committee meeting which take place on the 3rd Wednesday of each month in the DC and start at 7.30pm.

**AOB**

The committee has been reviewing the CAGA constitution and proposed to make some changes. mainly to update the wording. Many of these changes are minor and, in the main, update the wording without altering the meaning of the clause. Only the major proposed changes are reported below.

**Proposed Amendments to Constitution Oct 2016**

* **Clause 6**: revised to spell out precise membership of the Committee, which will consist of:
	+ - 10 ordinary members, plus 3 officers – chair, treasurer & secretary, to be voted at AGM
		- Ordinary members can be supplemented at a later date by co-opted members who cannot exceed one third of the total of 13 **(Basically means no more than 4)**
		- Co-opted members can be either full or associate members
		- Co-opted members given the same voting rights as ordinary members
* **Clause 11**: deals with voting procedures & quorums:
	+ - For Committee meetings requires participation by two third or 5 members, whichever is the lesser **(was one third , remember chair does not vote)**
		- For AGMs requires participation by one third or 20 whichever is the lesser. These to be full members, not associates
* Other than these two clauses, all other amendments were of a purely typographical nature – the proposed modifications are available for inspection including all track changes.

These changes were proposed by Mike Ibbett and seconded by Ray Shurrock. The amendments were approved by a show of hands.

Re The Crown Xmas lunch organised by Brian Collins. No list has been put on the notice board this year and several committee members have heard that it is fully subscribed. Decided to hold an Xmas lunch at The Wheatsheaf on 11th December at 1.30pm. Cost to be £20 per head. Numbers will be limited to around 40. The Secretary to prepare a form for those attending to make their choices. These will be left in the DC and pre-payment will be required.

Questions arising from AOB

Jeanette Hyland said that she did not know who the committee members are and suggested identifying their plots with some sort of marker. Decided to put a list of names on the board in the DC or the external notice boards.

There was a request to post the minutes on the board at the scout hut end. The Secretary stated that In future the minutes of committee meetings will be posted on the website.

Veronica Collier proposed a vote of thanks to Brian Collins for all the grass cuttiing that he has done over the years. She stated that he is missed and remarked that plotholders have probably been remiss in thanking him over the years.

She also asked the committee to give more notice for working parties so that volunteers can plan in advance. Also suggested that working parties be publicised in advance in The Pump as the magazine is the focal point of communication between the parish and CAGA. The Secretary to inform ‘Peastick’ of forthcoming events and working party dates.

The meeting ended at 9.15pm and was followed by refreshments.