

**MINUTES OF THE MEETING OF GREAT SOMERFORD FREE GARDEN TRUSTEES HELD ON  
ZOOM ON WEDNESDAY 2<sup>nd</sup> JUNE 2021 AT 21.15 HRS.**

**PRESENT: Trustees S. Mansfield-Chairman, J. Botterill, D. Butcher, M. Griffiths, M. Hammond, H. Lennox, A. Lennox, I. Vout.**

**MINUTES**

1	<p><b>Apologies for Absence.</b> A. Gravell</p>
2	<p><b>Minutes</b> It was <b>proposed</b> by Dave Butcher and <b>seconded</b> by Meriel Griffiths that the Minutes of the previous Trustees meeting held on 31<sup>st</sup> March 2021 be adopted as a true record. This was approved unanimously; the minutes were then signed by the chairman as a true record.</p>
3	<p><i>STU</i></p> <p><b>Roles and Responsibilities</b> <b>Allotments Administration.</b> Dave Butcher and Janice Botterill. Mel Hourigan has offered to maintain the map and allotment allocation plan.</p> <p><b>Finance</b> Sarah Binstead has offered to act as Treasurer for the Free Gardens – this was warmly received and unanimously <b>agreed.</b></p> <p><b>Minute Secretary</b> Meriel Griffiths. Agenda, Minutes and Action Register with effect from next meeting.</p>
4	<p><b>Code of Conduct</b> A draft Code of Conduct (attached) was circulated by the chair previously to the meeting. Comments back to the author by e/o June please for discussion at next meeting.</p>
5	<p><b>Allotment Association</b> Janice Botterill gave a short report on the association (see attachment to these minutes)</p>
6	<p><b>Working Groups</b> The Trustees having been informed by the Parish Council that they might consider applying to the PC for a grant (from CIL income), a working group has been set up comprising Dave Butcher, Janice Botterill and Helen Lennox to investigate potential improvements that have been suggested for the facilities in the Free Gardens in terms of cost and viability. Initial report back to the Chair by 25<sup>th</sup> September for consideration at subsequent Trustees meeting.</p>
7	<p><b>Maintenance</b> Grass cutting contract is up for renewal. Chair to arrange joint advert with Parish Council.</p>

8	<p><b>Finance</b></p> <p>Accounts for year 2020-21 and Ledger for current year-to-date available (attachment to minutes).</p> <p>Public Liability Insurance to be renewed – it was <b>agreed</b> that we accept the offer from our existing insurers (BHIB)</p> <p>Janice Botterill to be added to the signatories for the Free gardens. <b>Action Chair</b></p>
9	<p><b>CIO and/or Changer to existing Charity</b></p> <p>The chair reported that the Charity Commission has not replied to his requests relating to possible amendments nor have they replied to the 2<sup>nd</sup> submission by Sarah Binstead of the CIO registration.</p> <p>It was <b>agreed</b> that the chair continue to contact the CC over potential changes to the existing Charity. CIO on hold until investigations by Mel Hourigan and Sally Macpherson into the ownership of the FG land have completed</p>
10	<p><b>Items for the next agenda.</b></p> <p>Next meeting scheduled for Wednesday 21<sup>st</sup> July in the Church.</p> <p>It was agreed that there should (normally) be only four Free Gardens meetings per year.</p>

*S. T. Mansfield*

*21/7/2021*

# **Great Somerford Free Gardens Code of Conduct**

*We believe that all allotment holders have a right to work in an environment that is safe, inclusive and where all of us feel respected, valued and share a sense of belonging.*

*A code of conduct defines how people should act on a day-to-day basis. It reflects daily activities and operations, our core values and the overall culture of the Free Gardens.*

All tenants of the Free Gardens are expected to observe the following rules and behaviour.

Tenants shall:

1. Work towards the good of the allotment sites and the Free Gardens in general, respecting and complying with the Free Gardens Tenancy Agreement.
2. Have due regard for the security and well-being of others on the Free Gardens; this includes showing respect for other people's plots and possessions;
3. Conduct activities and communications without discrimination on the grounds of gender, sexual orientation, marital status, nationality, race, ethnic origin, religion, age or disability;
4. Avoid abusive and inflammatory language, whether in person, by email, or by any other forms of communication, including social media;
5. Never make physical threats or behave in a manner intended to intimidate or bully another tenant or Trustee;

If a tenant of the Free Gardens should know of, or become aware of, any breach of this Code of Conduct by another tenant they are under an obligation to notify the Free Gardens Trustees.

Whilst this Code of Conduct refers to tenants of the Free Gardens, any breaches of it by others will be referred to the Free Gardens trustees.

## **Sanctions**

Any breach of the Code of Conduct brought to the attention of the Trustees will be investigated. If found to have foundation, the Trustees have the authority to terminate or suspend tenancy of the Free Gardens.

31/05/2021

**Free Gardens**  
**Charity reg 203850**  
**Year ending 5 April 2021**

<b>Income</b>	£
Investment income	1,973
Rentals	0
Donations	0
Other	0
	<b>1,973</b>

<b>Expenditure</b>	
Salaries	0
Allotment maintenance	1,510
Insurance	186
Professional Fees	1,120
PPS	207
Other	
	<b>3,023</b>

**Deficit for the year** -1,050

**Balance Sheet as at 5 April 2021**

<b>Fixed Assets</b>	
COIF Investments 6 Apr 20	63,394
Investment Gain/(Loss)	4,029
COIF Investments 5 Apr 21	<b>67,423</b>

<b>Current Assets</b>	
Cash in bank	<b>11,346</b>

**Total Assets** **78,769**

Funds b/f	75,790
Investment movement to Funds	4,029
Surplus this year	-1,050
Funds c/f	<b>78,769</b>

**Year end bank reconciliation**

Cashbook balance as at 5 April 2021	11,346
less unrepresented cheques	0
plus uncleared lodgements	0
Bank balance as at 5 April 2021	<b>11,346</b>

2021-22

Date	Description	FY Opening Balance	Inter-Acc Transfers	Income	Expenditure	FY Closing Balance
<b>Free Gardens Treasurers Account</b>						
06/04/20	Start of Year Balance	11,346.30				
30/04/21	Bank Trans to J Derrick - Grass Cutting: Inv No 0421 †					
24/04/21	Bank Giro Credit from Amazon Smile †			5.00	-165.00	
28/05/21	Bank Giro Credit from COIF †			497.06		
<b>FY Totals</b>		<b>11,346.30</b>	<b>0.00</b>	<b>502.06</b>	<b>-165.00</b>	<b>11,683.36</b>
<b>Closing Balance less Opening Balance</b>						<b>337.06</b>
<b>COIF Investment Fund *</b>						
05/04/21	Start of Year Value	67,423.04				
	Value at 17/07/2020	64,194.62				
	Value at 4/11/2020	63,094.00				
	Value at 17/02/2021	68,627.06				
	Value at 5/4/2021	67,423.04				
	Value at 29/05/2021	70,248.24				

Treasurers Acc. As of close-of-play 1<sup>st</sup> June 2021

† - Indicates verified in Statement

\* - CF £55,000 when invested in 2018

Great Somerford Free Gardens Trustees

Summary of Allotment Holders Group activity for meeting on 2/6/2021

The idea of an Allotment Holders Group (AHG) began in early 2019 with a very well-attended meeting held in late January in the Community Room. All allotment holders were invited to complete a questionnaire, sign up to receive an email newsletter and a series of social events were planned. The first of these was due to happen on the weekend of the national lockdown – it didn't although we did manage to arrange a socially distant 'picnic on the plot' in August this year when we invited ploholders to be on site at their plots at a particular time.

It was clear at the initial meeting that there is great pride, enthusiasm and interest in the Free Gardens and all it has to offer to ploholders and to the village as a whole. Suggested ideas have so far included more social activities, projects such as seed swaps and encouraging wildlife. The issue of providing better access to water across the site has also been raised and a small steering group began to meet in April this year as restrictions lifted to start thinking about how we might operate as a more formal group and how to put some projects into action.

Our details are also now included in the welcome pack sent to new allotment holders from the Trustees but we are conscious that some ploholders do not have or use email.

We have a 'picnic on the plot' pencilled in for August this year to coincide with National Allotment Weeks and the anniversary of the establishment of the Free Gardens.

As a long-term allotment holder and very new Free Gardens trustee, I believe that the enthusiasm, interest and knowledge within the Allotment Holders Group is a great resource as the Trustees work towards updating and strengthening the charity's constitution.

Janice Botterill (June 2021)