

GRACE & FLAVOUR DIRECTORS' MEETING MINUTES

Thursday 14th October 2021: at 7.30pm

	PRESENT	Amanda de Haast (Chair) (AdH)		
		John Whitlock (JW)		
		Nicki Douet (ND)		
		Ray Beard (RB)		
		Vicky Rutherford (VR)		
		Ashley Brown (AB)		
		Gerry Robbins (GR) Minute taker		
	APOLOGIES	Bob Spackman (BS)		
		Helena Stuart-Matthews (HSM)		
		John Fluker (JF)		
		Michael Trower (MT)		
		Rob Treble (RT)		
REF	ITEM	NOTES	ACTION	
1	Meeting venue	Wesley Room, Methodist Church, West Horsley		
2.	(a) Minutes of Last Meeting (Sept)	Approved for signature by the Chairman.		
	(b) Announcements	VR welcomed to her first meeting and approved as Director of G&F. AB to send Companies House forms. Thank You card from Robin Satow was read out and circulated.	AB	
3.	Actions from last meeting			
	3.1	Course for First Aiders. Defibrillator pads	Excellent First Aid Course provided by Nicola Crust at G&F this morning. RB, VR, RT and GR present. First Aid Pack inspected and additions suggested to this and AE Defibrillator (AED) kit. GR has sourced these from SP Services. Draft order approved by Chair. AED now serviced by SECAS (unannounced visit). New pads required which we have. In future we should be able to 'service' ourselves if SECAS not available.	GR to order and fit additional items
	3.2	Replacement Mower	Primary and spare D mowers now in situ.	Complete
	3.3	Farmers Market 18/9/21	Deemed a success from G& F perspective. Two possible volunteer recruits. We took £217.05 at Farmers Market inc £34.40 on SUM UP (credit card app). AB thanked for organising that purchase of card machine. Annual repeat in August or September suggested if invited to attend again.	JW

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	3.4	Trip Hazards	(1) Bed marking with masonry paint to allow removal of wooden stakes. No progress. Awaiting RTs input re choice of paint etc. (2) MT has suggested tidying Dexion and similar beams to safe storage when not in use to hold down fleece etc on beds. Building team to be asked to consider fabricating a storage frame.	(1) RT (2) RT
	3.5	Potting Shed Tidy	To be completed in poor weather in the autumn / winter.	ALL !
	3.6	Walled Garden Project Book	RT not present to update.	
	3.7	Unsolicited Donated Items	Continuing in spite of MT's previous actions. Continue to monitor and review at next meeting.	MT
	3.8	Greenhouse Staging	AB has spoken to Tim. Further details re cost, lead time awaited.	AB
4		Finance report (AB): (Attached)	Latest report is effectively end of FY (end Sept). Working balance £11,945, In the bank £7,466 and contingency fund of £4,000. £689 allotment fees received to date. Actual position very close to forecast e.g. garden sales £4,829 v £4,788 forecast. Approximately £2,000 annual surplus used to fund "capital" projects. Insurance: AB has confirmed in writing with Insurers that they do not require DBS checks on members.	AB
5		Garden update (JW)	Although numerous successes e.g. mustard, pak choi, growth of seedlings of spinach, kohlrabi and others items had been inexplicably poor over summer. Possible causes including cool cloudy weather, uneven watering and type of compost considered but no clear conclusions. Fruit Cage overgrown by weeds. JW had discussed with BS possibility of moving the cage to a new, less weedy, area. BS asked to strike soft fruit cuttings in prep for the move sometime in future.	JW BS
6		Allotments	MT not present to report. Agreements for 2021/2 sent out and all bar one plot have renewed. The plot not renewing has been offered to the first in line on the waiting list and they have accepted. Allotment Management Fee – I do not feel any change is necessary to the amount for 2021/2. Skip not required at present. (Await Potting Shed tidy up and clear out.) Birch Tree. Nothing heard from Sue Streeter, NT Estate Manager for Hatchlands. AdH will remind her. Wording and Photos of Allotments on WHPC website: AB to review with MT and alter if necessary.	MT AdH AB & MT
7		G+F Website & Comms.(AB)	Newsletter to be sent out tomorrow re Harvest Festival celebration and Autumn Lunch event at G&F on 16th October. Wildlife Report for Autumn just received will be posted to G&F website.	AB
8		Building team update (RT)	RT not present to report. Work on the east wall is well advanced.	RT

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9		Wildlife – update (GR)	New Wildlife Report submitted for website. Order placed by AdH for infill hedging in East Wall, will be planted late autumn / winter. GR asked for assistance to clear pond of excessive plants. AB has agreed to “wade in”.	GR & AB
10		Large Rotivator	David Pile has raised possibility of selling this item (currently stored with him) as no longer used at G&F. Committee approved this. AB to ask David if he is happy to arrange sale. The committee wanted to express its deep gratitude to David for his support for G&F.	AB
11		Harvest Festival and Squash Lunch	See imminent newsletter for details. In absence of ND and AdH, VR has agreed to oversee, with support of everyone on the day!	VR All
12		AOB	<p>(1) Next Meeting will be replaced by AGM on 18th November.</p> <p>(2) MT had reported evidence of mice in the Kitchen and Potting Shed. Tidy up and review of storage boxes agreed. To be done with general Potting Shed tidy up.</p> <p>(3) HSM is taking excess veg to Food Bank at Cobham church. GR offered to help with deliveries if needed.</p> <p>(4) BS asked us to convey thanks to those who had helped in recent fixing of the fruit cage.</p> <p>(5) Coppicing: AdH to discuss who will lead now that Robin S has left?</p> <p>(6) Finance Subcommittee to meet before AGM (see below for dates) GR asked to join following departure of Robin S.</p> <p>(7) Carrying of “Next of Kin” cards to be recommended for all those working at G&F. This will enable appropriate contacts to be made in the case of emergencies / accidents. AB to add a note to next newsletter.</p> <p>(8) Sales price list needs updating. AB to send Excel sheet to GR for him to update. Justine thanked for her previous work on this.</p>	<p>All</p> <p>HSM</p> <p>AdH</p> <p>AdH</p> <p>All</p> <p>AB / GR</p>

Meeting closed: 8.45pm

Upcoming Meetings

Finance Subcommittee Meeting: Thursday 11th November at 7.30pm at Sheepleas House. (JW, JF, AB, RT, GR, AdH).

AGM: Thursday 18th November at 7.45pm at WHVH. Doors open at 7.15pm. Items to ND by 13th Nov at latest.

Next Directors' Meeting: Thursday 9th Dec. 7.30pm at the King William IV Pub WH.