DRAFT MINUTES **GRACE & FLAVOUR DIRECTORS' MEETING 20th November 2025**

Present	Beverley (Chair), Ann, Jane, Ray, Mark, Michael, Gerry, John W		
Apologies	John F, Helena, Stephen, Rob		
Minute Taker	Gerry		
REF	**ITEM**	**NOTES**	**ACTION**
1.	**Minutes of Last Meeting (October)**	These were agreed subject to "post" to be changed to "posted" in Item 1. Revised minutes to be posted on the website and Potting Shed noticeboard.	BN
	Minutes of the AGM	Numerous revisions are needed. The minutes should include a note that they are subject to formal approval by the audience at the following year's AGM. Beverley to circulate revised minutes. It was agreed that audience attendance records should be kept at subsequent OGM and AGM as evidence of community engagement.	BN
2.	**Matters Arising not covered elsewhere**	Item 10 from October minutes: AED monitoring. RT not present to report on progress. Carried over to next meeting.	RT
3.	**Garden Report:** (JW) Little to say following full report at last week's AGM. Rob Harris, David and Peter have done considerable preparatory work for a new irrigation scheme. Detailed discussion followed on pros and cons of improved irrigation. More beds are being standardised to a 15m length to optimise hose runs. £750 requested for 2026 to cover approximately 50% of final total. Beverley requested a written business case before making a decision. Rob Harris will be asked to present a proposal and cost / benefit summary to the Directors at their January meeting.		JW
4.	**Company Secretary Report:** (MT) Approved accounts and CIC form have been successfully uploaded to the Companies House website where they can be accessed. It was agreed that Jane and Anne will be due for re-appointment as directors at the AGM in November 2028. *(Note added after meeting: All directors have now completed the new biometric id process on the CH website.)*		
5.	**Finance Report:** *(tabled in SSM absence)* Brian Manners approved our 2024-2025 accounts on 31st October. Member sales in October 25 were £699 but will be slightly less than that in November. Taking November and October together it is anticipated we will break even or make a small surplus over the two months. That is after allowing for all expenditure including the payment for hire of equipment to remove the compost debris and level the allotment paths. We are grateful for a recent generous donation of new hose and connectors made recently by a member. These items have been added to the asset register of plant and equipment at market value. *(October Finance Report provided post meeting. See attachment.)* The normal monthly finance reports for October and November will be available in early December.		SSM

6.	**Website & Communications** **Website** Stephen's excellent AGM summary slide has been uploaded to the website front page and at https://www.graceandflavour.org/images/Slide1.jpeg The newsletter Mailchimp and webmail accounts (mail@graceandflavour.org) will shortly be handed over from Gerry to Beverley. The website is up to date. JW to send a new "vegetable of the season" item to Mark for uploading to the website. **Communications** Directors Meetings highlights ("bullet points") will be circulated to Directors for presentation at the next Tuesday, Thursday and Saturday working sessions. GR to send wording in next day or so. (See section 13.) A newsletter covering the baked potato lunch, Christmas Tree Festival at St Martins, AGM summary and thank yous will be sent out in the next few days.	GR and BN JW BN BN
7.	**Allotments Report:** (MT) East and West Horsley Parish Councils have been invoiced for the annual management fees. WHPC offered to renegotiate their fee. Stephen had assessed the impact of inflation of various relevant items on the cost to G+F of managing the allotments. It was suggested that the fees for both PCs last increased in 2022, should be increased from £650 to £700 p.a. in 2026. Michael will propose this to the PCs. The allotment holder plot fees were also discussed. These have not been increased since 2016. It was suggested that these might be increased by £4 per annum to £30 per full plot, £15 per half plot. Michael will give allotment holders six months notice of the increase.	MT MT
8.	**Estates Management Report:** RT not present. None received.	
9.	**Wildlife Report**: The wildlife report presented at the AGM has been pinned to the wildlife noticeboard in the Potting Shed. The Estate's team had carried out a very thorough pruning of the east wall hedge which will allow better cultivation of the fig tree near the south polytunnel but not significantly impact its function as a wildlife corridor.	
10.	**Health & Safety:** RT not present. No issues raised.	
11.	**AGM 13 Nov 25: Items Arising** 1. **Additional Diptank in the Allotments area.** Michael will review the location of current diptanks to help decide whether they are optimally located and where to site an additional tank if needed. Everything should be completed by March in good time for the new season. 2. **Youth Safeguarding lead**. Beverley agreed to take on this role. 3. **Communication of highlights of directors' meetings.** Highlights to be chosen at the directors' meeting, recorded by minute taker and sent to Chairman for approval and circulation to directors. 4. **2025 Activity Graphic** on website also sent to the Chair.	MT BN

12.	**AOB** 1. **Kitchen Hygiene.** It was agreed that this needed improvement and more consistency. It was agreed that we should ask for a different volunteer at each working session to act as a lead for ensuring the dining area and kitchen are cleared and cleaned, food stored away, spare milk disposed of, and used cups, cutlery and plates taken home for washing. 2. **Baked Potato Lunch** 12.30pm on 6 Dec. 3. **Directors December social evening** brought forward to 7.30pm 4th December King William IV pub to avoid clash with East Horsley PC function. 4. **2026 events.** The possibility of changing the OGM to a weekday was discussed but it was agreed to keep it on a Saturday. It was suggested that we have a garden tidy up blitz in the week leading up to the summer social in late June / early July. 5. Possibility of offering **surplus produce to Horsley Villages Stores** was discussed. HVS will take items unbagged. JW suggested that only certain crops would be suitable in view of the labour involved. 6. Anne and Mark have agreed to take **minutes at future meetings**. Gerry asked to switch to being a reserve minute taker. 7. **Surrey Plein Air group** to visit garden on Friday 28th November.	All directors JW
13	**Meeting Highlights** **(1) Communal Area Irrigation.** Rob, David and Peter have done considerable preparatory work for a new irrigation scheme. More beds are being standardised to a 15m length to optimise hose runs. Rob will present his proposals and cost / benefit summary to the Directors at their January meeting. **(2) Diptanks.** A request has been made for an additional diptank in the allotment area. Michael will review the location of current diptanks to help decide whether they are optimally located and where to site an additional tank if needed. Everything should be completed by March in good time for the new season. **(3) St Martin's Church Christmas Tree Festival** 13th-19th December. Would you like to make a small artistic contribution to the G+F entry this year? Look out for Jane at G+F on 4th and 6th December. She will help you quickly do a potato print of your own design. **(4) Kitchen Hygiene.** We will be asking for a different volunteer at each working session to act as a lead for ensuring the dining area and kitchen are cleared and cleaned, food stored away, spare milk disposed of, and used cups, cutlery and plates taken home for washing.	

Christmas Social Meeting: Thursday 7.30pm 4th December KWIV pub.

Next Directors' Meeting: 7.30pm 8th January 2026,, Wesley Room Methodist Church. Scribe:John F.

Note Added After Meeting

Treasurer's report for month ending 31st October 2025

Member Sales were £699 in October 25 compared to £1304 for September 2025 and £516 in October2024.

Other Income of £702 has now been received from Allotment plot holders. All monies have been collected for all occupied plots. One half allotment is being vacated and remains to be let later this year.

Expenditure cost of £192 was incurred this month, primarily for manure. Other purchase commitments of £588 were made with invoices received payable in November. The main commitment was the hire of a digger and dumper for three days to clear debris and to level the main path to the allotments.

In addition a generous donation of watering equipment was gratefully received from a member and added to the asset register for plant and equipment.

The current account balance at the month end was £8,834 - an increase of £519 for the month.