

# ***CAYTHORPE & FRIESTON ALLOTMENT ASSOCIATION***

## **Committee Meeting**

**Date\Time - Wednesday 19 March 2025 at 19:00 hours**

**Location - Brooklands 47A High Street, Caythorpe**


Item	Description	Responsible
1	<b>Welcome and Introductions:</b>	CHAIRPERSON
2	<b>Apologies</b> No apologies received all members were present  <b>Present</b> Karen Pepper - Chairperson Gordon Grant - Vice Chairperson Sue Allen - Secretary Dean Allen - Treasurer Sue Harris Mandy Greybrook	SECRETARY
3	<b>Review of previous minutes:</b>  04/03/2025 - previous minutes were reviewed and formally agreed by the Chairperson	SECRETARY
4	<b>Chairperson Report:</b>  Karen thanked the Committee especially Gordon Grant for all the work and support that has been carried out regarding the new 2025 agreement, between the Parish Council and the Allotment Holders. The Chairperson has signed the new agreement on behalf of the CFAA with the Parish Council ensuring the allotment site stays as an amenity enjoyed by both the local parish and the present and future allotment holders. The Parish Council will continue to be responsible for the infrastructure of the site, as well as being responsible for the legal fees associated with the lease agreement between the Diocese and the Parish Council. The CFAA will continue to manage the day to day running of the allotments as the CFAA on behalf of the Parish Council. CFAA will continue to carry out minor repairs during the length of the agreement and plot holders are to ensure that plots are maintained in the manner according to CFAA agreement.	CHAIRPERSON
5	<b>Secretary's Report:</b>  There are currently 5 individuals on the waiting list for an allotment plot. It was discussed that a small plot is soon to be released and that HD will be contacted to check if she is still keen to take on a small plot. It was agreed that if HD is no longer wanting a plot that advertising will need to be carried out within the Caythorpe Parish to highlight that a plot is available before offering a plot to a non Caythorpe resident.	SECRETARY

6	<p>Financial Report:</p> <p>The treasurer discussed the account balance sheet as at 19/03/2025 and a copy of this is attached to these minutes. Bruce Nelson has agreed to audit last year's accounts and the treasurer will arrange with BN. The treasurer reminded the committee that allotment fees are based on the need to cover our fixed costs for insurance, water, path maintenance, National Allotment Society membership and rent to the Parish council. Due to a recent increase of 33% on rent, 12% on insurance, 17% on NAS membership and our water bill will go up again this year, reluctantly we will need to increase plot rent in 2026 to cover our higher fixed costs. The fees for 2025 will remain the same (£48 for a large and £33 for a small plot) and the shortfall this year will be absorbed by the CFAA. Invoices will be sent out in April for 2025 the beginning of the new season this will also include Kings Seed invoices for those who placed orders in 2024.</p>	TREASURER
7	<p><b>Discussion Items</b></p> <p>a. <b>New Agreement:</b> Wording of the present members agreement with the CFAA was discussed and it was agreed that section 4 is to be brought inline with the NAS recommended plot holders. The change will come into effect on present plot holders from the 01/04/2025 and with immediately for new plot holders the changes are outlined below</p> <p><b>FROM</b></p> <p>4. <b>Cultivation and Use</b></p> <p>4.1 The Tenant shall use the plot as an allotment garden only as defined by the Allotments Act 1922 (that is to say wholly or mainly for the production of vegetable, fruit and flower crops for consumption or enjoyment by the Tenant and his family) and for no other purpose and keep it free of hazards, e.g. broken glass or scrap metal etc., and reasonably free from weeds and noxious plants and in a good state of cultivation and fertility and in good condition.</p> <p>4.2 The Tenant may not carry on any trade or business from the Allotment Site</p> <p>4.3 The maximum amount of the Allotment Garden allowed to be hard landscaped e.g. patio, internal paths etc. is 20%”</p> <p><b>TO</b></p> <p>4. <b>Cultivation and Use</b></p> <p>4.1 The Tenant shall use the plot as an allotment garden only as defined by the Allotments Act 1922 (that is to say wholly or mainly for the production of vegetable, fruit and flower crops for consumption or enjoyment by the Tenant and his family) and for no other purpose and keep it free of hazards, e.g. broken glass or scrap metal etc., and reasonably free from weeds and noxious plants and in a good state of cultivation and fertility and in good condition.</p> <p>4.2 The Tenant may not carry on any trade or business from the Allotment Site.</p>	SECRETARY

	<p>4.3 The Tenant shall have at least <math>\frac{1}{4}</math> of the Allotment Garden under cultivation of crops after 3 months and at least <math>\frac{3}{4}</math> of the Allotment Garden under cultivation of crops after 12 months and thereafter.</p> <p>4.4 The maximum amount of the Allotment Garden allowed to be hard landscaped e.g. patio, internal paths etc. is 20%” This is to bring the agreement between the CFAA and its members in line with the NAS recommendations.</p> <p><b>HOWEVER</b>, preparation for growing does not mean covering the ground with non permeable materials such as black plastic or solid surfaces.</p> <p>An email will be sent to all plot holders to outline the above change to their present agreement.</p>	
	<p>b. <b>IBC/Water harvesting</b> - The work has begun rebuilding the IBC water harvesting system by removing the rotten pallets and using concrete blocks. New IBCs with solid tops will be sourced over a period of time. Plot holders are to use the water harvested before the mains water will be switched on.</p>	ALL
	<p>c. <b>Plot 7</b> Plot 7 will be split into 2 half plots 7a and 7b Split into 2 half plots - DV has requested that his large plot is split into 2 small plots. It was agreed by the committee that this can happen. Arrangements are to be made to assist DV in marking out where the dividing path is to be positioned. SA to contact DV.</p>	ALL
	<p>d. <b>Plot Fees for 2026</b> - It was reluctantly agreed to cover increasing costs, plot fees need to rise and the fees for 2026 were set at £53 for a large and £37 for a small plot. There is a predicted rise of £2 annually going forward due to increasing costs however this may change as unknown financial circumstances change.</p>	ALL
	<p>e. <b>10 year Anniversary</b> - It was agreed that 21st June would be the date for the 10th year anniversary celebration date. Suggestions for the day are and are not limited to: Tea/Coffee/Cakes. To sell wooden seed trays to be made for sale, possibly plant cress seeds with any visiting children, produce a quiz or treasure hunt: any suggestion please direct to the committee.</p>	ALL
	<p>f. <b>Pumpkin sale:</b> As we are holding a day for the 10th year anniversary it was agreed by all present that we would not be holding a pumpkin sale/fundraising this year.</p>	ALL
	<p>g. <b>Communal plot:</b> As previously discussed, we will cover bare areas of the communal plot and pumpkin plot with grass to reduce the need for weeding. The secretary will check the costs of grass seed.</p>	ALL
	<p>h. <b>Seating/wooden bench/table:</b> The committee agreed to paint the wooden benches with the light brown wood treatment when time permits.</p>	ALL
	<p>i. <b>Stubborn bramble:</b> Sue Harris discussed that she needs assistance with a stubborn bramble that is on the community area . If you can assist please contact SH.</p>	ALL


8	<b>Date of next meeting:</b>  Committee meeting - 1900 hrs on Thursday 15th May at Brooklands  AGM: 1900 hrs on the 1st July at the Village Pavillion - TBC	ALL
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## FINANCIAL BALANCE SHEET as at 19/03/2025



Caythorpe & Frieston Allotment Association

Monthly Balance sheets



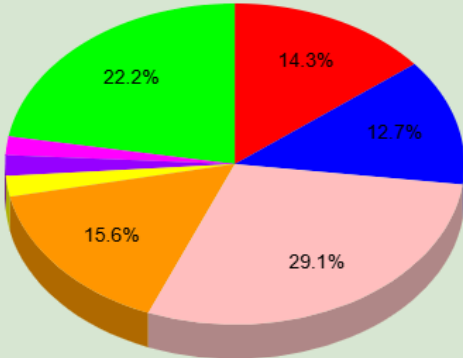
Accounting Period 01 January to 31 December 2025

Date Prepared		Thursday, March 20, 2025			
Prepared by		Dean Allen MBE			

	2024 YEAR END 31 December 2024		2025 YEAR START 01 January 2025		TO DAY 20 March 2025	
<b>Assets</b>						
LLOYDS Account	£	2,231.53	£	2,231.53	£	2,206.53
Petty cash	£	8.79	£	8.79	£	8.79
Debtors	£	189.30	£	189.30	£	189.30
Total Assets	£	2,429.62	£	2,429.62	£	2,404.62
<b>Liabilities</b>						
Purchases	-£	32.79	£	650.00	£	306.02
Running Costs	£	149.39	£	700.00	£	700.00
Maintenance	£	137.09	£	400.00	£	375.00
Fund raising	£	50.00	£	50.00	£	50.00
Expenses	£	50.00	£	50.00	£	50.00
Key deposits	£	45.00	£	45.00	£	45.00
Creditors	£	-	£	-	£	343.98
Total Liabilities	£	398.69	£	1,895.00	£	1,870.00
<b>Equity</b>						
Cash Holdings	£	2,030.93	£	534.62	£	534.62
Total Equity	£	2,030.93	£	534.62	£	534.62
Total Liabilities and Equity	£	2,429.62	£	2,429.62	£	2,404.62

Graphical presentation of Monthly balance sheet

Creditors	£	343.98
Purchases	£	306.02
Running Costs	£	700.00
Maintenance	£	375.00
Fund raising	£	50.00
Expenses	£	50.00
Key deposits	£	45.00
Equity	£	534.62
Total	£	2,404.62



Value of assets on the property register	£	77.42
Cash available (Less Creditors and Key deposits)	£	2,384.62
Total value of the CFAA	£	2,462.04