



## **Stonham Parva Allotmenters**

**Minutes** of Committee Meeting held on Friday 10th April 2015 @ Gable Cottage, Stonham Parva

### **Present**

Wendy Brame; Tim Brame, Mike Gregory; Carol Gregory; Rupert Weavers; Julian Dean; Trevor Benjamin

#### **1. Apologies**

Chrissy Butler

#### **2. Welcome**

Wendy welcomes everyone to the meeting. It was confirmed that the Stonham Parva Parish Council had the signed lease agreement for the Glebe Allotments with St Edmundsbury and Ipswich Diocesan Board of Finance.

We now need to finalise our plot holder agreements and get these out to the plot holders for completion along with invoices for payment by cheque.

#### **3. Review of allotment rules**

The meeting reviewed the comments received against the first draft of the allotment rules and agreed a number of changes that Wendy captured and will sent out an amended copy. This will be included as part of the plot holders agreement.

#### **4. Review of our constitution**

The meeting then developed a constitution of the makeup of the committee and three officers (Chair, Treasurer and Secretary as elected at the first meeting 13<sup>th</sup> March. The committee will consist of 7 members (including the 3 officers). All committee members will be re-elected on a yearly basis at the AGM open to all plot holders and to be held in June each year, starting June 2016.

A minimum of three other committee meeting will be held as follows:-

May to discuss AGM

September to agree the allotment rent for the following year (April onwards). This allows 6 months' notice to plot holders of the cost of next year's rent.

February to send out updated plot holders agreements for the fourth coming year for signature and return with payment.

Other meetings will be called if required.

## **5. Committee Members**

The meeting agreed the committee membership of Rupert Weavers, Julian Dean, Chrissy Butler and Tim Brame. This was proposed by Trevor Benjamin and seconded by Mike Gregory.

## **6. Bank Account**

All agreed to open a bank account with Natwest with the 3 Officers as signatories.

The following resolution was agreed by all at the meeting:

'It was resolved that a banking relationship will be maintained with National Westminster Bank Plc (the Bank) in accordance with this mandate and that:

- The individuals identified as authorised signatories may, in accordance with the signing rules, sign cheques and give instructions for Standing Orders, Direct Debits, Electronic Payments, Banker's Drafts and other payments on the accounts even if it causes an account to be overdrawn or exceed any limit.

- Any authorised signatory may give other instructions or requests for information to the Bank in relation to the accounts; opening accounts with the same signing rules and authorised signatories; closing accounts; or other banking services or products.

- The Bank may accept instructions that do not have an original written authorised signature provided the Bank is satisfied that the instruction is genuine and subject to any other agreement the Bank may require for those instructions.

- The Organisation will provide to the Bank a copy of its constitution (if it has one) and any amendment to the constitution, certified as correct by the Secretary.

- This mandate will continue until the Organisation gives the Bank a replacement mandate'

## **7. Proposed future meeting dates**

Other than the meeting proposed above (dates to be confirmed) no other dates were set at this time.