

Worthing Allotments and Gardens Association

Annual General Meeting Agenda



Meeting on Wednesday 15th November at 7:00 pm

In The Drama Studio, Worthing High School, South Farm Road

1. Welcome from Chair
2. Apologies for Absence:
John Martin, Secretary; Simon Brown, Digital Manager
3. Matters Arising from the Minutes:
4. Approval of minutes
5. Reports from Officers (as circulated in advance) and questions.
Chairman's Report
Treasurer's Report
Secretary's Report
Shops Reports: West Tarring; Humber and Chesswood
Membership Secretary Report
Social Secretary Report
Show Secretary Report
Special Projects Report
Plotholder Editor Report
6. Election of Officers
Chairman
Treasurer
Secretary
Trading Secretary
Membership Secretary
Social Secretary
Show Secretary
Special Projects Manager
Plotholder Editor
Digital Manager

7. SLA Progress including the Constitution.
8. Provisional date, time and place of next AGM meeting:
7 p.m. Wednesday 20th November 2024 in The Drama Studio, Worthing High School.

Officer's Reports

Chairperson's Report Jack Powis

We are now free from COVID restrictions and have been able to pursue a normal allotment year and are pleased to be holding our AGM in this new venue at the High School although the WAGA Committee has been meeting here bi-monthly throughout the year.

Our three shops have remained open throughout the year and trading has been good, although Chesswood could be better, and we are taking positive action to improve business there. We have proposals for improvements of the Chesswood shop but formalities with the Council continue to delay progress.

On the social side we had a good year, with the annual dinner, annual show, outings to Highdown and a brewery but sadly Wisley Gardens were closed due to major roadworks and our trip had to be cancelled. In the Autumn we had a Chilli Fiesta for the first time and ironically some people said the sunny weather was too hot, and we finished with the Autumn show including "The longest Trombochini competition": quite a sight!

Our newsletter, "Plotholder" has maintained a very high standard with plenty of contributions from members, and we now have to say thank you to Roy Nicholson and welcome to Sue Richardson who is taking over as editor. Communications with members has never been better and the Committee took the decision to buy a high-quality printer which enables us to do all our printing in-house, making life easier and in the long run, saving money.

Membership numbers have remained high, with lots of new tenants joining, many with young families, and the future looks promising. At the Humber Ave. site they are creating all the tenants WAGA members which is a welcome addition to our allotment family.

On your behalf I would like to thank the Committee for another year's hard work and am pleased that they are all willing to stand for re-election, apart from the Plotholder mentioned above, and to congratulate Elizabeth North for winning the President's Trophy for her diligent work as Treasurer, not to mention running the Humber shop which now looks splendid in its new coat of paint.

This brings me to my last point which is to thank Ian Dunster for his service as our President for the last few years and to welcome Tony Payne who is taking over the role. Tony has been a keen member of WAGA for longer than anyone can remember, and we are pleased to have him as part of the team.

Treasurer's Report Elisabeth North

Another year drew to an end on the WAGA calendar, and I am pleased to report that WAGA's finances are in a good position and at the end of our year stood at £19483-40 (a comprehensive breakdown is available with today's agenda) mainly due to the shops trading successfully - our trading secretary will be reporting on this.

I was looking through some old paperwork and came across the date when WAGA joined Sum-up (the card reading machines used in our 3 shops) in May 2020 in response to Covid. I don't think we realised by joining up that our members could now not only use cash at the shops but cards - phones and even watches to make their purchases thus making the income for the shops increase considerably.

WAGA Accumulated Fund at 30th September 2023

Balance brought forward	28,115.83
Surplus for the year (Without Stock Adjustment)	1,437.93
Change in Stock Value	3,651.29
Adjusted Asset Value	0.00
	<u>£33,205.05</u>

Represented by:		2022-2023	2021-2022
Bank Account (30th Sep)	Current Account	<u>19,483.40</u>	<u>17,679.92</u>
Cash in Tills	West Tarring	80.83	173.58
	Chesswood	41.56	41.56
	Humber	40.00	40.00
		<u>162.39</u>	<u>255.14</u>
Stock at Cost Price	West Tarring	5,236.23	3,364.92
General Stock + Seed Count	Chesswood	2,501.68	1,865.41
	Humber	3,010.03	1,866.32
		<u>10,747.94</u>	<u>7,096.65</u>
Creditors and Debtors		<u>-272.80</u>	<u>0.00</u>
Assets	Office Equipment	1,289.12	1,289.12
	Buildings	1,350.00	1,350.00
	Machinery	445.00	445.00
		<u>3,084.12</u>	<u>3,084.12</u>
Total Assets		<u>£33,205.05</u>	<u>£28,115.83</u>

Income and Expenditure Account Notes 2022-2023

Income and Expenditure Account 2022-2023 (unadjusted)			
	Income	Expenditure	Surplus
Shop	36609.15	32737.98	3871.17
Social Activities	1878.50	1915.00	-36.50
Shows/Summer Fayre	1248.42	1282.87	-34.45
Plot Holder	0.00	128.64	-128.64
Engraving	0.00	53.53	-53.53
Facilities	0.00	253.50	-253.50
Expenses (Consumables)	0.00	1595.32	-1595.32
Printing + Ink	0.00	482.69	-482.69
Mileage	0.00	130.27	-130.27
Subscriptions	1636.50	0.00	1636.50
Donations	50.40	0.00	50.40
Insurances	0.00	356.59	-356.59
Meeting costs	0.00	231.68	-231.68
Printer	0.00	451.42	-451.42
Creditors & Debtors	0.00	272.80	-272.80
West Tarring cash expenses	0.00	92.75	-92.75
Chesswood cash expenses	0.00	0.00	
	41422.97	39985.04	1437.93

Trading Surplus (Shop Surplus Adjusted for Stock)	
West Tarring	5,236.23
Chesswood	2,501.68
Humber	3,010.03
Stock at End (Cost)	E 10,747.94
Stock at Start (Cost)	7,096.65
Stock Purchased (Cost)	32,737.98
Stock on credit (Cost)	77.00
Stock at End (Cost)	10,747.94
Stock Sold (Cost)	E 29,163.69
Shop (Sales)	36,609.15
Stock Sold (Cost)	-29,163.69
Trading Surplus	E 7,445.46

The stock (cost) held in each shop at the end of September

	173.58
	41.56
	40.00
	255.14
Tills End	173.58
	41.56
	40.00
	255.14
	0.00

Secretary's Report John Martin

As usual I have produced minutes & agendas throughout the year. I have ensured we are properly registered with Companies House in January & that the accounts are approved & submitted *well before* July 1st; I have ensured we are properly insured for £10Million; that we are affiliated with the R.H.S. and the N.V.S (the National Vegetable Society). All in January.

I have learned how to pass information on through the website and will do more of that in the coming year.

Trading Secretary's Report Janet Robins

- **Thank you** to all people who have helped out in any way at the 3 WAGA shops, especially the people who manage them: Simon at WT, Elizabeth at Humber and Richard at Chesswood.
- We will be thanking all shop volunteers at Christmas with vouchers to spend in the shops, as we have done in previous years.
- We like to think that the shops are really important to members and non-members as places to meet others, ask to advise, get ideas and share successes and failures.
- **Trading** has been varied this year. Trade at West Tarring, our busiest shop, has been quiet in comparison to previous years. Compared to this the Humber shop has been much busier.

At Chesswood Farm the shop has continued to function as in previous years, but the building is proving to be a continued difficulty. I will expand on this later in this report. The volunteers at this shop need to be congratulated for their persistence and for continuing to be a positive presence on site for WAGA.

As with things generally in the country, our prices have risen a bit this year, but we are pleased that many of our stock continues to be consistently cheaper than at other outlets.

We try really hard to welcome our customers, old and new, and help where possible. Hopefully you are all greeted with a smile and a 'Hello'.

- **Charity:** We ran Christmas and Easter raffles again but decided to donate all profits from these to local charities selected by our shop managers.

We have also done collections for the Food Foundation in Worthing, which was co-founded by Paul Eustace, who was a prominent member of WAGA for many years. At Christmas we will again do 'Fill a Bag' where members fill bags with sweets for local children in need. This was hugely successful last year and was distributed by Food Foundation.

At Chesswood shop there are monthly tea and cake sales for charity and at West Tarring there have been a series of plant sales for a children's charity.

- **Development project:** Last year I reported our plans for development of the shop area at Chesswood Farm site.

We are still proposing to knock down the existing shop building and then add 2 shipping containers at the rear of the compound. One of these will be insulated and lined and will become the new shop and the other a larger stockroom. This will be a massive improvement on the current set up within our compound there. Hopefully, we will be able to create a social area in front of the two containers so that people on site can gather for refreshments when the shop is open.

However, because the existing shop building belongs to WBC, we are not allowed to demolish it ourselves. WBC agree with our plans for improvement, but the wheels of local government turn very slowly as I'm sure you are all aware! The job of demolition has gone out for tender, and we are awaiting a date for this to happen.

Web/Digital Report Simon Brown

- We continue to push our digital presence as much as possible. Throughout the year we have been keeping our members & committee updated and online through email and our Social Platforms. Website traffic is good with an average of 100 individual user visits a week which is good bearing in mind the number Facebook Members we now have and the overall total of digital subscribers.
- We have had a couple of issues when sending bulk member mails to certain Microsoft/BT email accounts, it's an ongoing problem which we are able to work around. Also, we still receive messages that certain mailouts have not been received, but most of the time the mails can be found in the spam/junk mail folder!
- The digital Plotholder Newsletter mailout is working well and we achieve a 98% delivery rate. We no longer deliver copies by hand, these can now be obtained by members visiting any of our shops, approx. 25 copies are collected each season.
- Over the past year we have produced quite a few posters for use on site, the web & Facebook and believe this has significantly increased engagement with our members on what is going on within WAGA throughout the year, so will continue with this format.
- The WAGA Facebook group continues to be our main point of contact for members for news, events, giveaways, items wanted, general & store announcements. As of 10th November 2023, we currently have 371 active subscribers. There are a further 197 or so WAGA members who are not in the group, some of these are our printed edition members who do not have internet/email facilities, which leaves a further 100 which we can try to encourage to join throughout the coming year and renewals in April 24.

Show Secretary's Report Sue Lipman

44th Annual Horticultural Show

We have produced three very successful shows, firstly the 44th Annual Horticultural Show on Saturday 29th July 2023, held at Oak Grove College. We had some excellent exhibits and saw a number of new entrants which was very encouraging. The BBQ and Café selling homemade cakes did exceptionally well. The raffle did a bomb, thanks to the very generous donations from our WAGA members.

The overall cost of the show, including £457.00 in vouchers, was a mere £214.08.

We are setting a date of 10th August for our 45th show, but still waiting to hear from Oak Grove College whether they are able to accommodate us as they are having building work taking place during the Easter and Summer holidays, which includes a new floor in the hall.

Chili Festival

WAGA Agenda

Saturday September 9th saw our first chilli festival. We know that chillies are HOT, but we did not expect the day to be the hottest of the year! We catered for around 120 people, but many folk were put off by the extreme heat, and it was attended by about 66. Even with less attendees than expected, we had a great afternoon with food, music and a great atmosphere. We will be repeating this again next year.

The overall cost, including prize vouchers, was £50.16.

Autumn Show

The 3rd Autumn Show and BBQ was held at the WT allotments (Plot 90) on Saturday 7th October 2023 and incorporated our 75th WAGA anniversary.

Once again, we were very lucky with the weather and food was free to all allotment holders as part of our celebrations. We were overwhelmed by the number of entries we received on the day and photos can be viewed on our WAGA Facebook Page. Many thanks to Ian Dunster for judging our exhibits, with the help of Graham North.

The winner of the Bob Bingham Memorial Trophy for the biggest pumpkin was awarded to Derek Turner... 15.22kg!

The overall cost, including prize vouchers, £147.92.

Finally, I would like to thank the working party and the volunteers for all their hard work in making the shows this year, such a great success.

Membership Report Sheila Payne

From last year's AGM minutes there were 555 fully paid-up members. This year as of 4th November 2023 there are 568, therefore a gain of 13. Lapsed members from 2022 are 113.

All the volunteers in the three shops actively encourage people to join the Association and I thank them for all their work in getting annual renewals paid and new members signed up.

Hopefully we can get people paid up quickly again for the year 2024-25. Thank you.

Social Secretary's Report Nandani Munro

Following a period of rest after the Christmas raffle in 2022, we had several social events planned.

Our annual dinner took place in February at Worthing Indoor Bowls in Field Place. We were well looked after by the staff and had a delicious 3 course dinner. There were fantastic raffle prizes and once again the Quiz was very competitive.

Over the Easter holidays, we had hot cross buns and raffle across the sites.

We arranged a presentation about Highdown Gardens in April which was well attended. Those who attended found the talk from the presenter very informative.

A group of us headed out to Hepworth Brewery in July. The guide was very thorough about the brewing processes from grain to labelling. There were very generous samples, and several purchases were made in the shop.

For the first time, we held a Chilli Fiesta in September. It was a blazing hot sunny day, arguably suitable weather for a chilli event. It was well attended and there were magnificent displays of chilli peppers and products made using chilli.

WAGA Agenda

Unfortunately, the coach trip to RHS Wisley including the Food Festival in October had to be cancelled due to closure of the road for extensive roadworks by the Highway Agency. Apologies for the inconvenience and refunds were given. We will arrange a trip to RHS Wisley next year.

Thank you to everyone support our events. Do let me know if you have any ideas for trips/events.

Special Projects Report Robin Chapman

The main project this year was to help getting the newly acquired poly tunnel up and running for use by the tenants for this growing year.

- * A number of holes in the plastic covering were repaired
- * The growing beds were established with a central walkway covered with wood chip
- * A large potting table was built to help with pricking out and repotting
- * The rotten woodwork holding the top cover and guttering was replaced
- * The westerly guttering was replaced with the easterly section still to complete.

The outstanding tasks are to,

- * fit wind brakes to both ends of the poly tunnel
- * re-establish the water butts
- * fit a bird deterrent to stop birds from landing on the roof and pecking holes in the top covering.

Tarring Shop. The shop is working well but we still need to paint the sides of the original containers, at the easterly end. Also the guttering has been cleaned out having being totally blocked with this autumns leaf fall.

Finally: WAGA Shop Volunteers

As all of our members are aware, our three shops are run entirely by volunteers.

Recently, in one of the shops, a WAGA member displayed very inappropriate behaviour towards one of our female helpers. At the time she felt unable to respond to this.

We want to make it clear, that it is not appropriate to touch, hug, or embrace in any way, one of our volunteers.

We are aware of the WAGA members' name and if this happens again, they will be reported to the police and banned from the WAGA shops.

Janet Robins

WAGA Trading Secretary