

Worthing Allotments and Gardens Association

Annual General Meeting Minutes



Meeting held on Wednesday 19th October at 7:30 pm
at Chesswood Junior School, Chesswood Road Worthing

1. Welcome from Chair.
There were 28 people present. Of course, last year was a committee-members only event due to COVID.
2. Apologies for Absence:
Chris Mantell, Caroline Webb, Peter Hannam, Barbara Barnes, Roy Nicholson, William Boyd, Angela Farnham-Smith & Kathy Allen.
3. Matters Arising from the Minutes:
Given we now have a bi-monthly committee meeting schedule the Secretary moved the meeting to October.
4. Approval of minutes:
The minutes were duly approved
5. Reports from Officers (as circulated in advance) and questions. Attached
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
Digital Manager Report
Plotholder Report
6. Election of Officers: The following were elected unanimously
Chairman: Jack Powis
Treasurer: Elisabeth North
Secretary: John Martin
Trading Secretary: Janet Robins
Membership Secretary: Sheila Payne
Social Secretary: Nandani Munro
Show Secretary: Sue Lipman
Special Projects Manager: Robin Chapman
Plotholder Editor: Roy Nicholson
Digital Manager: Simon Brown

7. SLA Progress including the Constitution:
Thanks were expressed to Angela Tanner for her skilled work in preparing our side of this document. Unfortunately, there is a sticking point re the ownership of the Chesswood garage currently being used as storeroom owing to concern over possible small amounts of asbestos.
8. Resolution
Proposed by Celia Powis; seconded by Lucia Masuccio: Passed unanimously:
That the Trading Secretary and the 3 Shop Managers should receive, each year, a discretionary gift/gifts in appreciation of their extensive hard work.
9. President's Cup
The very popular winner was Elisabeth North for her work as Treasurer and her outstanding efforts running the Humber Shop.
10. Date, time, and place of next ordinary meeting:

1 p.m. Saturday 19th November 2022 on Plot 90/ In the Shop area at West Tarring.
Weather permitting.

Officer's Reports

CHAIRMAN'S Report

Jack Powis

Although COVID is still around we have been free from its main restrictions and have been able to pursue a near normal allotment year and now hold our first proper AGM since 2019, although the WAGA Committee has been meeting bi-monthly, outdoors, to keep the ship afloat.

Our three shops have remained open throughout the year and trading has been good. The major development of the West Tarring shop has paid dividends and we have proposals for improvements of the Chesswood shop but formalities with the Council have delayed progress.

Social events resumed, with the annual dinner, annual show, outings to Wisley, and Wiston Vineyard and finally the Autumn BBQ and show, plus smaller events on individual sites. All very successful.

Our newsletter, "Plotholder" has maintained a very high standard with plenty of contributions from members, and along with our website, Facebook and excellent posters on the noticeboards, communications with members has never been better. But people still say: "I didn't know"!

Membership numbers have remained high, with lots of new tenants joining, many with young families, and the future looks promising!

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, so WAGA remains in good hands.

Treasurer's Report Elisabeth North

WAGA Accumulated Fund at 30th September 2022

Balance brought forward	30,738.09
Surplus for the year (Without Stock Adjustment)	-39.03
Change in Stock Value	-2,583.23
Adjusted Asset Value	0.00
	£28,115.83

Represented by:		2021-2022	2020-2021
Bank Account (30th Sep)	Current Account	17,679.92	18,123.46
Cash in Tills	West Tarring	173.58	80.00
	Chesswood	41.56	40.00
	Humber	40.00	40.00
		255.14	160.00
Stock at Cost Price			
General Stock + Seed Count	West Tarring	3,364.92	3,855.68
	Chesswood	1,865.41	3,005.88
	Humber	1,866.32	2,818.32
		7,096.65	9,679.88
Creditors and Debtors		0.00	-309.37
Assets	Office Equipment	1,289.12	1,289.12
	Buildings	1,350.00	1,350.00
	Machinery	445.00	445.00
		3,084.12	3,084.12
Total Assets		£28,115.83	£30,738.09

I have examined the Association's accounting records, bank statements and supporting information. The above accounts have been prepared from the records and represent a true and fair view of the Association's financial position at 30th September 2022

Independent Examiner *Elisabeth North*

Auditor's Signature 

12/10/22

Income and Expenditure Account Notes 2021-2022

Income and Expenditure Account 2021-2022 (adjusted)

	Income	Expenditure	Surplus
Shop	36780.10	31856.87	4923.23
Social Activities	1550.10	2821.16	-1271.06
Annual Show	0.00	0.00	
Pict Holder	0.00	489.80	-489.80
Engraving	0.00	50.98	-50.98
Facilities	0.00	1324.69	-1324.69
Expenses (Consumables)	0.00	4311.10	-4311.10
Printing (per sheet)	0.00	84.02	-84.02
Mileage	0.00	273.54	-273.54
Subscriptions	1750.00	0.00	1750.00
Donations	247.70	0.00	247.70
Insurances	0.00	237.00	-237.00
Meeting costs	0.00	66.00	-66.00
Cash Routes re: bridges	400.00	0.00	400.00
West Tarring cash expenses	0.00	106.42	-106.42
Chesswood cash expenses	0.00	198.44	-198.44
	<u>41776.99</u>	<u>41816.02</u>	<u>39.97</u>

Trading Surplus (Shop Surplus Adjusted for Stock)

West Tarring	2,394.22
Chesswood	1,985.42
Humber	1,894.22
Stock at End (Cost)	<u>£ 7,096.15</u>
Stock at Start (Cost)	9,676.88
Stock Purchased (Cost)	31,866.87
Stock on credit (Cost)	
Stock at End (Cost)	<u>7,096.15</u>
Stock Sold (Cost)	<u>£ 34,451.10</u>
Shop (Sales)	37,180.19
Stock sold (Cost)	<u>34,451.10</u>
Trading Surplus	<u>£ 2,729.09</u>

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

	80.00
	40.00
	40.00
	<u>160.00</u>
Tills End	80.00
	40.00
	40.00
	<u>160.00</u>
Tills Total = £40 extra W.T. for change	<u>0.00</u>

The accounts are in a healthy position due to steady membership levels and the 3 shops trading successfully.

Our bank balance is higher than it normally would be, owing to projects that are in the pipeline. This will drop significantly over the next year which will be explained by Robin Chapman for the Special Projects.

We also made a profit on the sale of Fargo shares - which was used for the alterations at West Tarring Shop. This was an unexpected bonus as these alterations had already been budgeted for.

I continue to keep a close eye on the finances and would like to thank my fellow committee members for their ongoing encouragement and support.

I would like to say a sincere thank you to the auditor Ian who has inspected the accounts over the last couple of years and he is happy to carry on in that role.

Secretary 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. There is an issue with the Company Address which should be resolved this coming year.

I organised a successful First Aid course. We agreed to do this as a positive response to the pressure to get defibrillators on as many sites as possible. We should repeat the course next year. Currently an extra 9 people from the 3 main sites are certified First Aiders. Certificates & cards are with me & will be issued as soon as possible.

Post Margo, I delivered almost all (I couldn't find one house up Mill Lane) the non-digital Plotolders but I seriously suggest that, in future, members should collect them from the shops with a couple of notable exceptions for the housebound. I propose to say so in the next edition and make that the last time I hand deliver.

Trading Secretary Report Janet Robins

- **Thank you** to all people who help 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. The meeting added it's thanks.
- 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 advice, get ideas and share successes and failures.
- **Trading** has been back to usual this year with all shops remaining open throughout the year. However, due to the Pandemic and Brexit there have often been big problems in us consistently supplying our stores. Prices have been very difficult to keep a track on too, with them often rising from one delivery to the next.

- All three shops have done really well again, and we continue to gain new regular customers. The Treasurers report will show that we have made a very healthy profit and yet our prices are very competitive, and we are often cheaper than lots of local shops and garden centres.
- We try really hard to welcome our customers 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 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 very sadly passed away this year. We have just collected a massive amount of toiletries which we delivered this week. During December we will be collecting seasonal items for them again and I'm sure our members will be equally generous.
- **Development project**: After very successful improvements at both Humber Avenue site and more recently at West Tarring, we are hoping to be able to complete a big project sometime soon at Chesswood Farm shop. We are proposing knocking down the existing shop building and then adding 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.
 - We were hoping to have got this under way but are being delayed at present by WBC who own the shop building! Fingers crossed we will shortly get the go ahead!
- **Special mention** to Simon Brown who runs the shop at West Tarring. Simon has made a massive change to everything to do with this shop. He is kind, welcoming, friendly, and super-efficient at sourcing and stocking all 3 shops.
- We also owe a huge amount of thanks to Angela Tanner at West Tarring who has helped out WAGA with compiling our SLA with WBC. We are very grateful that as a non-committee member she happily stepped forward to help out with a difficult document

HUMBER SHOP Report Graham North

Having taken over as Shop Manager at Humber from Ann Peters who had successfully run the shop for a considerable time.

Since the last AGM trading at the shop has been satisfactory although difficult at times due to managerial changes at Humber Allotments.

We have had new members that have joined the site also local gardeners who find the shop convenient for collecting their gardening needs.

Membership Report

Sheila Payne

I took over from Margo about three months ago and would like to record my thanks to her for her dedication to the membership records over many years. The meeting confirmed that gratitude. Simon and Janet then changed the format of recording membership details, which has simplified the process, but made it more secure

Others to thank to make the process work are the people who manage the three shops, as they now receive all the renewals and new members and then the details are forwarded on to me to record. From last year's AGM minutes there were 532 fully paid up members. This year as at 16th October 2022 there are 555, therefore a gain of 23. Lapsed members from 2021 are 100. With the new system and active encouragement from the shop helpers, hopefully we can get people paid up quickly for the year 2023-24.

Special Projects Report

Robin Chapman

Chesswood

The current project under consideration is to revamp the Chesswood shop as the current building is old, damp and a haven for mice. The final proposal is to demolish the existing store and position two 20ft containers at the rear of the compound. This will provide a clean dry store, secure and vermin proof. Repositioning the units to the back of the plot will make way for a communal area in front. We are currently in talks with the council about the removal of the existing shop in order to start the project.

Humber Avenue

We assisted the new HACA team in repositioning the joint notice board last year, with no new projects identified. The shop is well laid out and working fine.

West Tarring

The Tarring shop improvement has been in service now for over a year and has proved to be a good investment, so thanks to the working party for all their efforts. One outstanding issue is to improve the lighting inside the store. The shop is officially only open 10.00-12.00, i.e. during daylight hours, however on dull days during bad weather it can be a bit gloomy.

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 are still having to deliver by hand 100+ printed Plotholder Newsletters for every edition. The digital format of the newsletter that our editor produces is in glorious full colour and filled with images and photographs, whereas the printed version is just text only, in black and white with no imaging. The digital version is so much more of an interesting read and hope to encourage more members to make the switch over. We have been working with the Membership Secretary in trying to get this number of printed copies significantly reduced where possible over the past year and will continue to do so to reduce our overall environmental impact.
- 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 for the foreseeable future.
- 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 17th November 2022, we currently have 323 active subscribers. There are a further 200 or so WAGA members who are not in the group, 100 of these are our printed edition members which leaves a further 100 which we can try to encourage to join.

Plotholder Report Roy Nicholson

Given the feedback is that the Plotholder is improving and has been considered a success at present, I am happy to continue as Editor for another year. Members contributions are essential and as always, any ideas for improvements from the membership are welcomed.

Show Secretary Report Sue Lipman

- I am very pleased to say that 2022 has seen us all mostly back to normality after the Covid years.
- We have produced two very successful shows, firstly the 43rd Annual Horticultural Show on Saturday 20th August 2022, held at Oak Grove College where we had a great number of the public coming along mainly due to the advertisement in the 'Inside' magazines which are distributed throughout Worthing and in which they included our advertisement for free. We had some excellent exhibits, although not as many as in the past, because of the very hot summer which caused havoc with our produce, but the exhibits we did have, were fantastic and the BBQ and Café selling homemade cakes did exceptionally well. The stalls were well attended and the raffle did a bomb, thanks to the very generous donations from our WAGA members.
- The 2nd Autumn Show and BBQ was held at the allotments (Plot 90) on Saturday 8th October 2022 and like that held in 2021, was a fantastic day and the weather was warm and sunny, I have calculated over 100 attendances. Families and friends of the allotmenters came along and we had exhibits brought in from allotments other than West Tarring which we were so pleased to have. The exhibits were exceptional and Ian Dunster, our judge, had great difficulty choosing the winners, especially with the flowers. Pictures can be viewed on our WAGA and WAM Facebook pages. The discussion around getting more people to show their growing success was interesting. We want everyone to 'have a go' and not to be put off.

- The winner of the Bob Bingham Memorial Trophy for the biggest pumpkin was awarded to Geoff Bernstein.
- Due to the changes in the seasons weather, we will be holding the next Annual show somewhat earlier with the date to be confirmed and the Autumn Show will be around the same time as this year.
- 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.

Social Secretary Report Nandani Munro

As restrictions have eased, we held several social events this year.

The highlights were:

- Annual Dinner in February at Worthing Indoor Bowls
- Willow Weaving Workshop
- Hot Cross Buns and Easter Raffle
- Plant sales across the sites
- Summer coach trip to RHS Wisley Gardens
- Sweet Pea Festival
- Annual Garden Show at Oakgrove College (see Show Secretary's report)
- Wiston Estate Vineyard tour
- Autumn Display

Upcoming events:

- Mince Pies and Christmas Raffle
- Annual Dinner on 18th February 2023 at Worthing Indoor Bowls, Field Place.

Other ideas for events in 2023:

- Scarecrow Making for children
- Easter Raffle
- Coach Trips
- Chilli Fiesta