

## COCA core group meeting

Tuesday 18<sup>th</sup> March 2014

7pm at Dave Livingstones'

### Minutes

Present: Rupert, Caz, Yvone, Gill, Stuart, David Livingstone, Dave Thomas, Gerald, Fiona,  
Apologies, Dave Hunter, Antony Bullock

1. Minutes of last meeting

a. Action points

All in hand from last meeting

b. Other matters arising

Newsletter – to be discussed in this meeting.

2. Workgroup reports

a. Governance and Finance

i. Budget and cash flow.

David went through membership and projection costs. David reminded us we have changed the way we do the membership, David having to chase membership, amount of money variable at this moment due to changes. People leaving in May means that membership reduces even further which will bring monthly payment down to £1302.

**Action: David to ask Ian if he has set up an overdraft facility**

Suggestion that if we are going into the red – and Caz' wages are affected, then we cut back on buying the veg and let members know. We also cut back on Wwoofers and let members know the situation at the AGM. Caz is under-buying in veg at the moment. At this time of year we can use salad's in place of a veg buying in.

**Action: Gerald to email David the actual costs of what he has bought in terms of machinery**

Gerald raised the issue about whether or not COCA should transfer banks to Nationwide, rather than Cooperative. Agreed that we would monitor the COOP situation.

Agreed: Minimizing on not buying in any veg and not buying in any more equipment. Bring this cash flow issue to the AGM in April.

Yvonne raised issue of labour harvesting it's labour intensive and Caz needs more help.

**ACTION : Rupert to investigate Oriel y Parc needing salad.**

**ACTION : Gerald to price organic salad so Rupert can get a quote to Oriel Y Parc**

All agreed that we need to be paying our rent to Caerhys @£66 a month. We have not paid it for at least a year.

1) Suggestion that we pay the full rent and cut costs elsewhere

2) Suggestion that we start to pay something and increase incrementally with the aim of paying the market price by the end of the year

**Proposal and agreed : that in July we start paying £30 pcm then by December we pay £66 a month**

if we have enough money at the end of the year then we pay off the rest of the rent debt.

**Proposal and agreed that Gerald writes a letter to every member reiterating that we just need 12 members to make COCA sustainable.**

ii. PLI

We have now got public liability insurance £220 with Tennyson Insurance per year and it covers 5 events a year. The conditions: we are not allowed to build our own stage

iii. Mem & arts

David Livingstone has gone through the Governance paper and made changes.

Need to update records when Rupert leaves the Chair person position

According to Governance we need to have a minimum of 5 Directors on the Core Team.

**ACTION: David Livingston: To put in the membership pack , and the membership procedure that a condition of joining is that members attend the AGM**

iv. New Treasurer

Antony has agreed to take on the role

v. New Chair

Still need a new chair – Wyn and Val are discussing.

vi. Caerhys & core group Memo of Understanding & paying rent

Rupert, Gerald and Caz met to discuss contracts, Caz remains self employed that the Caerhys farm that says what each party agrees to certain aspects (see Memo Of Understanding)

**Proposal with agreement: to contribute some financial gifts to the Caerhys' Soil Association assessment to be entailed in the rent (calculation cost of Soil Association divided by 120 acres)**

**£5.66 per acre.** Cost to be decided when field measurements have taken place, plus cost of polytunnel footprint.

**ACTION: Caz to give Gerald a have a list of seeds that have been planted to the Soil Association**

vii. Core group roles

Clarity needed on Core Group roles (see attached role description) – Rupert created a document with these specific lead roles.

**ACTION: Stuart to put the role descriptions on the web page and have them at the AGM.**

viii. SDF funding conclusion.

Rupert doing final report.

**Action: have an official opening of the new polytunnel, invite someone from SDF committee.**

**Action Dave Thomas to do publicity and event organising.**

**Action: Rupert to ask SDF to come**

ix. Price comparison

Price comparison table.

**ACTION: Dave Hunter to do a monthly price comparison**

**ACTION: Rupert to mention this price comparison at AGM**

b. Growers

i. Report

Caz gave his report, lots happening, lots of work to do, transplanting, sowing etc

**ACTION: David to send email about work day on 29th March**

Concentrate on the potatoes carrots and onions and chard.

Concern because in April there will be no Wwoofers in April

**ACTION: all to find a Wwoofer for April or people to come in on an evening.**

**ACTION: Caz to put run down of things he's doing on the farm on the Web page**

ii. Polytunnel progress

New doors, all running to schedule.

iii. Labour through the spring & summer

Lesley starting to be there 10–3pm on a Thursday – will co-ordinate any volunteers. Yvonne pointed out that if one or two extra could come and help Lesley on a Thursday it would really help to do the jobs that don't get done.

iv. Apprentice scheme

Money still available for an apprentice –

v. Mentoring

Gill reports all going fine.

C. Distribution

i. Ark Hub update

ii. Fishguard

Ffwrn happy to have veg dropped off, promote veg at Fishguard market. Some confusion over actually promoting it on Saturday. Ffwrn were not keen to promote veg as it was in competition with someone in Caerfarchell.

**ACTION: Rupert to investigate**

Find some Fishguard members

d. Events, Internal Comms

i. UNA exchange

Lady visiting a week on Friday. A list of things that we need to be aware of. Dave went through the documents.

UNA are fairly sure they will be able to find volunteers.

Decision needs to be made about feeding a maximum @£4 per person. Stuart highlighted that if we don't have Wwoofers then we could use that for each. Funding needed for £300 for each work camp and suggestion we put in for Funding for this.

ii. Big Dig

Coca signed up for it.

iii. AGM – 1st April.

Membership quarterly meetings Health and Safety

Feedback from Caz about what didn't work out this year and what did.

Film 8 minutes

iv. Shelter building update & planning permission

Dave Hunter thinks Coppicewood college to build a shelter 3 days , £600 ball park figure, Dave Hunter to give poles and COCA to buy materials.

v. Health and Safety

Yvonne has done a lot of work around Health and Safety and Risk Assessment.

**Proposed and agreed that we fund some First Aid Training.**

Yvonne took us through the Health and Safety policy and risk assessment

e. Membership, Marketing, External Comms

i. Membership update

See above Budget and Governance section.

ii. Newsletter

iii. Website facebook and updates.

Stuart to do this and Caz to update Web Page.

3. A.O.B.

4. Date, time and place of next meeting