

# COCA Core Group Meeting

12 June 2014, 7:15-9.15pm at Caerhys

Minutes taken by	Stuart Johnson
Present	Caz Miles (CM), Dave Livingstone (DL), Dave Thomas (DT), Gill Lewis (GL), Gerald Miles (GM), Stuart Johnson (SJ)

Notes	Owner
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<b>Apologies for Absence</b>	Anthony Bullock, David Hunter and Fiona Michael sent their apologies
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<b>Review of previous minutes</b>	The minutes from the previous meeting were reviewed and agreed to be a fair record.
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**MATTERS ARISING**

<b>follow up from Green Fayre interest</b>	There has been no further interest after the initial email from Dave T. However he has put all of them on the 'interested list' for website notifications. We agreed to make further personal contact to invite them to the next work day (with the extra incentive of a bag of salad and new potatoes!).
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<i>ACTION</i>	<i>Call or email interested list.</i>	<i>DT</i>
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<b>UNA work camp 1</b>	In general, felt to be a great success, a great help with the work, and enjoyable too: one of the volunteers (Jeremy) is even staying on for the next camp! If the remaining camps go this well, this is a great prospect for more of the same next year.
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Thanks especially to Dave T. for driving this forward! Also, the supper invitations from Gill and Val were much appreciated.

Gerald got feedback from volunteers on what could be better for next time:

- communications from volunteers about when they are arriving! More generally, UNA needs to get all travel details, when due in etc. Also best to have Gerald as first point of contact.
- if possible, good to have UNA t-shirts or similar to identify them on arrival. Rather chaotic first time round!
- don't worry about doing similar work to WWOOFers if need be. Really enjoyed it.
- good to have a farm talk and a walk round from Gerald to begin the camp.
- also, good to have a briefing at the end of the day to sort out what volunteers would be doing the next day.

<b>UNA work camp 2</b>	<u>Arrangements</u>
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There will be three boys, three girls: Russian, Turkish, Spanish and French. Boys will sleep in the in yurt; girls in the caravan.

Caz outlined the planned main project: put structure up for the field shelter, with seed beds to left of shelter. This would use telegraph poles, and other materials already available onsite, so should only to buy in relatively modest amounts of additional materials (bolts etc.).

Food

Gill reported that she has lots of food odds and ends left over. There is more too at Caerhys too, so we shouldn't need much in the way of additional food buying for work camp 2. Dave will check what surplus food is available from Transition cafe in Fishguard.

<i>ACTION</i>	<i>Prompt UNA for travel details</i>	<i>DT</i>
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*ACTION Contact Transition cafe for more donations*

*DT*

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**Community Hub grant proposal** Dave T. has worked up a revised draft proposal for the Big Lottery grant, focussing mainly on the proposed building to replace the share shed, christened "Cartef COCA" (COCA's home)! Dave's draft proposal:

- Cartref COCA: £3400 for self-build. Gill has some ideas on where to source oak off-cuts.
- Storage building: £1200. Could use e.g. a shipping container, insulate etc. ... then bury it!
- First aid course for Caz: £300.

David Hunter had not yet completed his course on timber building, but may now have some additional comments on feasibility and approach.

N.b. any building needs to take place at least three months after funding.

*ACTION Send draft plan for self-build to David Hunter for comment then circulate to core group for any revision. DT*

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**Other grants** Milford Port Authority

Dave T. works there and knows they have some money for supporting community projects. They haven't been too forthcoming with information though, so this is more a possibility to keep in mind for the future.

Vegware Community Fund

Dave T. has found details of a possible grant we could apply for "intended to contribute to core running costs", supporting "sustainability in broadest sense" – see [https://www.vegware.com/community-fund/info\\_21.html](https://www.vegware.com/community-fund/info_21.html) for more details.

*ACTION Draft grant application to Vegware Community Fund*

*DT*

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**Noson Allan fund** Dave T. has followed up on Rupert's mention of grant for music at parties: 'Noson Allan', subsidising the cost of a performer when "booking a show for your community". The subsidy is repaid from any profit *from tickets* (though not any profit e.g. from raffle, food or drink).

*ACTION Confirm details from Noson Allan*

*DT*

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**Harvest Party** The best prospect for Noson Allan funding looks to be the Harvest Party. Provisional date agreed for this: Friday 29<sup>th</sup> August.

Before then, we need to fix the shed roof! The last UNA work camp can also help clean and fix in advance of the party.

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**WOOOFer farewell party** We agreed a party for Clement and Coline, going on the 5<sup>th</sup> July. This is provisionally agreed for Friday 4<sup>th</sup> July, to combine neatly with a farewell party for the UNA volunteers.

*ACTION Ask Rupert if possible to use Curtis House*

*GL*

*ACTION Email members to invite to party*

*DT*

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**Cash flow summary** plumbing

Dave L. summarised that we have about £800 in bank at moment, so should be able to repay plumbing.

Expenditure

Dave L. reported that he hasn't been able to sit down with Anthony to review cash flow yet. However, he confirmed we currently contribute £50 per month for electricity, but this had been mis-accounted previously as rent. We also plan to pay £66 per month in rent to the farm from next month. However, the buy-in of vegetables during the 'hungry gap' should now be tapering off. On current projections, we will go into the red in September.

Income

We now stand at: 23 full shares, 17 half-share, 4 no-shares (just paying membership),

+ Caz and Gerald. This brings in £1260 per month on shares, raised to £1470 in May because of extra donations (members paying above the base share price).

However, 4 members *still* need to add £2 increase in membership (owing since start of the year!) - list provided by Dave L.

*ACTION* Pay plumbing bill AB

*ACTION* Chase up 4 members who have not increased membership fee (see list from Dave L). GM

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**Treginnis fete** Gill has been asking around, but can't get a confirmed date on when this taking place! Based on previous years, very likely to be 12<sup>th</sup> July though.

Agreed that it would be great to bring piglets again as a real child-friendly crowd pleaser – though n.b. need to confirm if possible to bring them.

*ACTION* Confirm date/arrangements for Treginnis fete GL

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**leaflets, posters, presentation evenings** Dave T has been busy with posters and a revamped leaflet, shared at meeting. Initial feedback at the meeting was very positive, but it was suggested to circulate a PDF copy to the core group for further comment.

*ACTION* Circulate PDF copies of leaflet and posters for feedback DT

*ACTION* Distribute posters and suggested list of where to advertise DT

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**Presentation evening** Dave T. queried if we have any further ideas on this, e.g. could we do an open evening at Ffwrn to attract new members in Fishguard area?

Gerald suggested showing the video, have tea and cakes and open question time. This could be scheduled at various local venues – e.g. Mathry, Trefin, St Davids – perhaps around september time (in time for prime veg box harvests!).

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**Grower's Report** Caz reported that the UNA work camp has been a great help with the weeding, and things are looking much more positive: cabbage, kale, purple brocolli are all starting to come up, as well as salad and new potatoes. We should soon be able to taper off buying in additional vegetables for the weekly harvest.

Gerald also pointed out that we ploughed the field ourselves this year: if we can buy a rotivator too, COCA will not need to buy in any work by contractors.

One threat: slugs on the field crops! Any suggestions welcome..

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**Marketing/Selling vegetables** Gill queried what arrangements we have for marketing and selling any surplus. Gerald said that at present he was selling salad quite successfully to local businesses – at £1.50 for a 200g bag, washed and bagged by WWOOFERS (best sealed to avoid damage).

Gerald has been using the cash payments from sale of salads to pay WWOOFers. Dave L. pointed out that this is fine but just needs to be accounted for, since selling to third parties is exactly where we might be liable for corporation tax (at least for any profits, not a high risk if we also account for all our outgoings properly!).

*ACTION* Confirm with Anthony how to summarise cash income/expenditure for e.g. salad sales. DL

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**Development Officer** Rupert had passed on information about possible funding for a 'Development Officer', through Environment Wales. Gill said she was sceptical about doing business with Environment Wales, based on previous difficulties even trying to join them!

Dave L. said that he would take a look again at the Environment Wales information

*ACTION* Review Environment Wales information or cost/benefit of COCA getting involved. DT

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## ANY OTHER BUSINESS

**Possible new members** Dave L. said that we have several new members who have expressed interest in joining the core group: Rhiannon, Gabrielle and Nathan. All are welcome! It was agreed to invite them to the next core group meeting.

*ACTION* Invite Gabrielle, Nathan and Rhiannon to next core group meeting. GL

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**Website** Dave T. has reviewed the website and compiled a list of suggested changes (clarifying terms of membership, moving the video to a more prominent position on the home page etc.). Stuart said that he would review these changes and liaise further with Dave on any

*ACTION* *Make changes to website from Dave T.'s list of suggestions* SJ

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**Company's house Annual Return and Accounts** Rupert has reminded us that we need to annual return by end of June. Otherwise we will be liable for late fees! It wasn't clear whether the annual accounts were also due at the same time.

*ACTION* *Confirm contact details with Rupert for Companies House, and liaise with him to complete annual return.* SJ

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**Foraging** Dave T. suggested Foraging for Wild Food as a good social event for COCA members. Gerald said that Julia Horton-Powdrill (who does this professionally as Wild About Pembrokeshire) may be willing to help with this, and had in fact offered previously (but had had to cancel several times). However given the recent death of her husband, it was agreed to delay any plans for this to later in the year.

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**NEXT MEETING** It was agreed to hold the next meeting on Thursday 3rd July at Caerhys, at 7pm for a 7:15 start.

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