

COCA Core Group August 7th 2014

present : Stuart Johnson (SJ) , Gerald Miles (GM), Caz Miles (CM), Gill Lewis (GL), Anto Bullock (AB), Dave Thomas (DT), Dave Hunter (DH), Gabrielle (G), Nathan Walton (NW). apologies ; Rhiannon Tate

Minutes of previous meeting accepted as correct.

Matters arising :

1. Annual Return to Companies House sent (SJ). Accounts will need to be submitted t end of financial year.
2. plumbing bill of £170 was paid 6/8/14 for washing machine installation.
3. Flynns have amended standing order and paid membership arrears. Darren Gibbs and Karen Saunders still outstanding
4. Accident book ... not found. **ACTION : CM** to buy book and write up incident from last month.
5. direct salad sales to cafes in St Davids very successful . Agreed small plastic bags to bought and sealable plastic boxes, to facilitate sales. **ACTION :GM**
6. Big Lottery Fund application completed and submitted by DT; probably accepted by them. No action
7. VegWare: DT successful in getting funding from them from £100 per month for 12 months from Septenmber, to support core activities of the enterprise.
8. Membership Secretary : Dave Livingstone has circulated doc about scope of the post and present membership levels. We actively seek 1 or 2 people to take over the role from DL.
9. Members involvement in running COCA ... questionnaire to be drafted and circulated. Delivery method decided later. **ACTION :SJ**
10. Treginnis no-one able to run stall that day.
11. Clement and Colline : refused all offers of reward in cash or kind ... lovely people!
12. Promotion :posters have been distributed in Haverfordwest and villages. **ACTION : DT** to print more please. Suggest that prospective members get 1 month without signing up (though paying for their share) and then able to sign up for minimum 3 months. **ACTION : EVERYONE** put out more posters.
13. Company procedures: **ACTION : AB** to phone HMRC to confirm COCA is active . **ACTION ; NW** ask PAVs about professional accountants who will do community group accounts for low fees.
14. AB will stand down as Treasurer at end of financial year.

Agenda :

1. Harvest Party Friday August 29th: DT distributed spread sheets of action needed. Roles were assigned. **Action : all**
2. Organic fruit and Groceries : AC has arranged co-operative buying of organic fruit and groceries through C and M Organics to be delivered to Caerhys for collection on Fridays. Needs minimum £150 per week to be viable. AC to canvas members and distribute price lists. **Action : AC**
3. Fishguard drop-off point for shares.: Fwrn has definitely offered to be a drop off point for shares. So far we have one unconfirmed member. Leslie could deliver to Fwrn on Thursday or Friday , (payment for fuel used was discussed and unresolved.) Dave Hunter could also deliver occasionally. **Action: CM discuss with Leslie.**
4. Paying for volunteers : this year both Woofers and UNA volunteers have worked on COCA. Salad sales have been very successful with regular orders from St Davids' cafes: £800 in June and July. Cash used as petty cash to pay Woofers (@ £15 per week each + COCA veg), written accounts kept and will be given to AB. The UNA groups have been provided with all food and accommodation and this has worked out at a similar rate of £15

per person per week + COCA veg. Donations from members and from Andy Dixon gratefully received. The VegWare funding of £100 per month will be used to directly fund UNA volunteers once the salad sales have stopped

Action: GM and AB to log the accounts for volunteers.

5. WOOFer organisation : COCA to pay for Host membership (not Caerhys Farm)
Action GM give details to AB for payment.
6. Membership Secretary : we are still looking for someone to take over from DL. Stuart will circulate questionnaire to members encouraging participation. Action : SJ
7. Growers' Report :Has been an excellent growing period with good crops despite drought. Hand watering needed of some newly sown crops recorded as 8 people for 4 hours, using 2000litres per day. Irrigation should be considered in the future. Still have weed control problems, despite more workers than other years : we need to look at better weed control equipment. 2 polytunnels a great success with a greater diversity of crops than other years now possible, and earlier too. UNA camps and Woofers have been great help, maintaining the poly crops, as well as building field shelter. Should do same next year. Caz will be taking work elsewhere in either August/ September til November. Agreed that GM takes over responsibility of paid grower with volunteer help from Rupert and GL. GL to prepare weekly work programmes for GM. Action : CM, GM, GL
8. Share Shed : just about feasible but getting crowded. Need more sets of scales, either digital or simple kitchen type. Action : Gabrielle.
9. Financial Report: the projected annual loss now down to about £1000 at end of April next year because of better than expected sales, slight rise in memberships, voluntary extra payments for membership and less buying in of veg in the hungry gap. (Cheers!!)
10. AOB. none

Date of next meeting : September 11th 2014 7.15pm for 7.30pm start
at Gill's house:

Tegfan, Caerbwdi, St Davids, SA62 6QP