

## **Core Minutes November 6th 2014**

- **present** : Stuart Johnson (SJ), Gill Lewis (GL), Gerald Miles (GM), Caz Miles (CM), Anthony Bullock (AB), Nathan Walton(NW), Dave Thomas (DT) Anne Curran (AC)
- **aploogies** ; Dave Hunter (DH), Gabrielle Sloane (GS), , Rhiannon Tate (RT)

**Minutes** of October 9<sup>th</sup> meeting corrections :.

1. in Members Survey : only one workgroup for Finance and Funding, not separate ones.
2. in AOB : no decision made about how to/ whether to name share boxes.

## **Matters Arising and Action Points** :

1. contact with secondary school (GM) no action
2. **costings for irrigation** (GM): presented calculations on 2 systems: either connection from farm pumped ground water supply or connection to existing mains water point in field.

\*Using farm supply requires longr pipe run, including taking across (under) a public highway; no guarantee of water supply

\*using mains supply only cost is connection charge.

With both these options then the cost of fixed equipment in field: 100m alkathene pipe, 5 T-joints, 3 standpipes, taps and posts, 50m yellow hosepipe, sprinkler/jet system, water meter calculated as £389.00

Additional rainwater -saving tanks for field-shed and polytunnels ("water cubes") agreed to buy as and when cheap ones are available locally, not buying now from e-Bay or farm suppliers. **AGREED** : buy irrigation equipment for field as costed, using mains water supply.

**AGREED** : hire mini digger for a day to install pipes.

**ACTION** :

GM

3. **costings for additional sheltered growing areas in field** : 1.5m wide windbreak netting (40%) plus posts every 3m for two areas at top of field comes to just over £260.

**AGREED**: buy netting and posts and install before spring.

**ACTION** : GM

4. **organizing share shed**: ask people informally if they want names on individual boxes. Confusion of signs and notices: one clear one needed, by door. **ACTION** : CM

5. **Membership Survey** : nearly ready. On-line trial surveys completed, printed copies ready to be put out as needed. Note to be put in share boxes this week to request people do on-line survey but can collect printed copy if preferred. H'west shares will have printed surveys. Once surveys are in SJ will inform workgroup leaders of responses. Work group leaders : Finance and Funding : Stuart; Membership : Nathan Growers and Harvest : Gill; Events : provisionally Ann; Publicity : Rhiannon; Cartref COCA : Dave T.

**AGREED** ; survey goes ahead asap

**ACTION** : SJ and GL to get survey out this week and next

6. **Volunteers registration document**: in progress **ACTION** : NW
7. **Fishguard Hub and members** : no report. **ACTION** : GS?
8. **Cartref COCA** : all documents signed, new lease and map for COCA on Caerhys completed and submitted to Lottery Fund. Progress : may be handed over next week!

## AGENDA :

- 1. UNA workcamps 2015 :** DT has been in contact with UNA in Cardiff office, wanting to see outline camps for 2015. Agreed the UNA camps will be solely building projects focussed on Cartref COCA, plus an end of summer one for the Harvest Party event. Max 6 people per camp including leader. Camps between May and August. Work schedule to be designed by Cartref COCA workgroup (when it is formed) lead by DT. Building design, construction methods, materials and etc still to be finalised. Then can go to UNA with final project descriptions.

AGREED : Funding for running costs of UNA camps to be raised through an event at Easter. Members to be asked to give hospitality to volunteers.

ACTION : DT forward planning for Cartref COCA
- 2. Finance report :** cashflow looking positive at the moment with approx £4500 in bank at end this month. Income from members has increased through this year from £1279 in January to £1557 now. There will be slight drop now as some members leave. But projected balance of £2700 for end of year. So far £56 spent on buying in veg ... this will increase monthly through to April next year. There will be other expenses yet to be accounted ... these figures are provisional Corporation Tax : unsure yet as to whether COCA is liable. Need professional assistance. Accounting date of June 18<sup>th</sup> could be changed. GM and NW will seek local chartered accountancy help for community/ charitable groups. AB will try out on-line accounting entry.

ACTION : AB, GM, NW

Cheque account signatories : AGREED: that Stuart Johnson be made a third signatory to the two Co-op accounts held by COCA (in addition to AB nad GL)

ACTION COMPLETED : additional signatory forms completed and signed by all Directors present, making SJ additional signatory; dated 06/11/14
- 3. Membership report :** as of November there are 23 full share paying, 20 half share paying, 2 full share non-paying (Caz and Gerald) and 6 non-share paying members plus veg for WOOFers. 51 members. so monthly income should be £1596.30 including those voluntarily paying extra above standard fees. Two members leave at end November (1 full, 1 half) or end January so projected income from members is £1554.30 for December and January and £1532.30 from February, with 49 members.
- 4. Growers' report :** continued through month with Gerald, Ann and John Miles covering for Caz, who has returned to COCA work from November 3<sup>rd</sup>. Only 1 WOOFer (Alex) through month, although a second (Marian) has come for three weeks now. Some help from members and a very well attended members volunteer workday on 26th October. Polly 1 and 2 cleared and replanted with winter crops now ... lettuce, oriental greens, parsley, spinach, broccoli, spring onions and carrots. Harvest of Butternut squash excellent .. about 50 squashes from 25% of polly 2. Other hubbard squashes gave fewer larger fruits, enough to share out over 1kg pieces to all on Halloween. This first summer growing indoor crops as well as tomatoes has been a learning curve ... will do better next year.

Carrots sown on August 8<sup>th</sup> should give new baby carrots for Xmas. Other carrots in tunnel should crop by end March or April, reducing our buying in costs.

5. **Volunteers report:** 2 vans being used now, and problem with gas fire in second van needs addressing. Work needed to insulate the vans better ... a future work plan, when funds available. AGREED: buy a 2-bar SuperSer gas fire  
AGREED: buy new hot water boiler for van with no hot water.  
ACTION : GM

**AOB:**

1. wildflower seed offer : AGREED accept seed to use in field. ACTION Dave L
2. Wales csa Network : : AC is lead on this. A request has come in for letter of support for Caetan CSA (Tom OKane's project on Gower) AGREED letter should be sent from COCA. ACTION AC
3. Scoping Document for Wales csa network is out to tender AC will circulate.
4. Food Sovereignty Group. GM to send AC info for Wales csa network.
5. Sunday Lunch or Shared Suppers proposed , about one a month if possible. One for Xmas period , either November late or December early or December close to Xmas. Agreed that Neals Yard promotion could be part of at least one of them. ACTION : AC and others
6. Apprenticeship scheme from WAG, .... DT has found a new scheme starting soon and will bring details to next meeting.
7. Fed City Farms and Gardens want s to film COCA again on angle of providing employment in rural areas.

DATE OF NEXT MEETING ; Thursday December 11<sup>th</sup> 7pm for 7.15 start at "Tregydd" (SA62 6BY) Nathan and Gabrielle's home.

**Summary Action Points :**

**Gerald** : buy in agreed materials for irrigation system and shelter areas.  
buy Superser 2-bar for Vols caravan  
buy and get fitted new boiler for vols caravan.  
find local chartered accountant to assist cheaply.

**Caz** : re-organize Share Shed posters and noticeboards.

**Stuart:** receive and co-ordinate Membership Survey responses.

**Nathan** : volunteer registration documents for COCA  
info about chartered accountancy help for COCA

**Gabrielle** : keep contact with Fishguard potential hub. Promote COCA through TBG?

**Anthony** : continue with corporation tax on-line if possible

**Anne** : letter of support for Caetan/Tom OKane

find dates for a shared supper/ lunch and promote (with help)  
circulate scoping doc for Wales csa network.

**Dave T** : start forward planning for Cartref COCA, design and schedule.  
receive info re new WAG apprenticeship scheme