

**BHAF COMMITTEE MEETING (27th May 2015)**

**Robert Lodge, Whitehawk Road, BN2 5FG. 6.30pm**

1. **Liason Meeting Overview:**
	1. Key money – proposal to use unclaimed deposit money for the associations. However there are different amounts and procedures in every Allotment Association . For example, Mouslecoomb charge £10 for a key(tenant), £15 for a key (co-worker), and £30 for a lost key. RAGS charge £10 in Roedale Valley, but £15 at Lower Roedale (different key systems).

**Agreed:** that it would be sensible to standardise amounts across association, but nobody to take this forward at the moment.

* 1. However, Mouslecoomb has a large sum of key money from tenants who have left and current tenants, and thought that they might put a third of it towards their new allotment shop roof.

**Agreed:** Recommend to Mouslecoomb they use one third of their key money for the new allotment shop roof.

* 1. Appeals procedure, DC agreed revised appeals procedure sent by Josephina.

**Agreed:** That we should advise site reps first about the process as they are a first point of contact (use forum ?)

**Agreed:**. Need to be clear that it is not until the point of actual eviction procedures that the appeal process can be used.

1. **Rules Revision Update:**
	1. Progress: Difficulty in having a representative group to re-examine the rules, as while many people have expressed interest a maximum of four people have turned up to the meetings. The only written notes to emerge were from the first meeting (appended).

**Agreed**: That the group would go on meeting, but that Committee members could go through rules and suggest their amendments as Mark and Allan had done. (appended)

**Agreed**: As a first measure at the very least a Rules revision “red lights” summary could be circulated at the forum – the “red lights” being the rules that we know we want to amend or delete. .

* 1. The format of the rules could be much more informative, advisory and friendly. It was noted that no-one read the rules , and they were only referred to in the case of disputes. If they were encased in a well produced and useful document, people might read them and keep them. There may be funding from the Food Partnership, BHAF and [some one else? ] to help produce this. But the rules need settling first. This would be a BHAF/ FP Grant Application for a – Revised ‘Starter’s Pack’:
1. **Site Rep Elections:**

3.1 Posters agreed and settled

* 1. Richard, as Election Officer is going to try and visit all the sites and associations to introduce the process.
	2. We need a permanent address for votes etc. To come in –

**Agreed**: Mark to ask Food partnership,

**Agreed**: that we may have to stump up £300 odd for a PO Box address. Mark / Allan delegated authority to commission this if necessary.

1. **Role of Site Reps and Strategy:**

4.1 Site reps have a much more representative role now, and clear responsibilities in areas like equalities, diversity, negotiations, conflict management etc. It seems essential to have some kind of job description – but there is none. There is a guide to the Site Reps roles given to all new tenants, but its not very clear, and is very out of date. Bill had a copy.

**Agreed:** Hannes to scan in the guide and circulate

**Agreed:** Maureen to write a first draft job description for site reps

* 1. Training in all these areas would be useful but would have to be voluntary. However access to good quality training could be a real bonus for Site Reps. Richard mentioned the course on autism that he went on at St John’s which gave a him a real insight into how to deal with people with autism.

**Allotment Forum Meeting:**

**Agreed**: (?) We would gather contact detail y having a signing in book at the Forum [who to action, supply?]

**Agreed:** Presentation on apple pruning and grafting would be good for the September forum [who to action?]

Some discussion about straw bale gardening – possibly a topic for a future Forum

**AOB:**

There was no AOB.