

A Meeting of the Ellisfield Allotments Trustees

The Minutes of the meeting of the Ellisfield Allotments Trustees, which was held on the 13th November 2023 in the Memorial Hall, Ellisfield at 6.30pm

ELLISFIELD PARISH COUNCIL MEMBERS

NAME	ATTENDANCE	APOLOGIES	ABSENT
Cllr Haas		✓	
Cllr Rule		✓	
Cllr Guinness	✓		
Cllr Dunse	✓		
Cllr Swanston	✓		

Also in attendance: Hannah Ford (Clerk), 7 members of the public

Questions were raised on the following topics

- Payment to NSALG for the fee for the Trustees
- Thanks went to a resident for their hard work on the documents for the background information on the allotments and their status with the Charity Commission.

- 1101 To receive and accept apologies for absence**
RECEIVED and **ACCEPTED** from Cllr Haas
RECEIVED and **ACCEPTED** from Cllr Rule
- 1102 To approve as a correct record the minutes of the Ellisfield Allotment Gardeners Association meeting held on Monday 11th September 2023**
NOTED that the meeting was of the Trustees of Ellisfield Allotments
APPROVED The minutes of the meeting of the Allotment trustees held on Monday 11th September 2023.
- 1103 To note the current financial situation and the reconciliation of the bank balance**
NOTED the current financial situation and the reconciliation of the bank balance.
This can be found as **Appendix A**.
- 1104 To note the formation of the Ellisfield Allotment Gardeners Association and it's elected representatives and the role of the Ellisfield Allotment Trustees**
NOTED the formation of the Ellisfield Allotment Gardeners Association and its elected representatives
The Association will be formed with Steve Foster from the village acting as a spokesperson and Cllr Rule acting as the Trustee Representative.
RESOLVED to update the Asset Register. Completed
RESOLVED to remove policies which are on the Charity Commission website and update them. In progress
RESOLVED to amend the invoicing template to reflect the Trustees position.
Completed

EPC vs Ellisfield Allotment Trustees. Cllr Swanston summarised the outcome of the meeting with Peter Raine and Andy Swanston to establish the different R&Rs of the EPC and the Ellisfield Allotment Trustees. There are a total of seven actions which will be implemented in full. Cllr Swanston acknowledged Peter’s work in resolving this matter. These changes are now being implemented over the coming weeks. On the first action – election of roles, it was agreed that Cllr Rule will take the role of Chair of the Trustees and the EPC clerk the role of Secretary (operating as separate roles). The role of Treasurer is to be decided before the next meeting.

The full list of actions and status can be found as **APPENDIX B**

1105 To note and approve the payments of £300 and £390 to tree works on the Lower Allotments.

APPROVED the payments of £300 and £390 to tree works on the Lower Allotments.

1106 To approve the amendments to the Lower Allotments risk assessment to include the use of a Chainsaw.

RESOLVED to defer any amendments to the Chainsaw policy until the next meeting. The Clerk will seek clarity from the HSE on the matter.

1107 To agree the date for the next meeting

AGREED as the 11th March 2024 at 6.30pm.

There being no other business the meeting was closed at 18.54pm

Appendix A

Fiancial Situation Apr-Oct 2023				
			Balance Bought Forward	1,314.71
			Rent	80.00
				1,394.71
Apr-23	TFR	EPC	Dep in wrong account	10.00
May-23	FPO	A Gilvear	Expenses	19.67
Jul-23	FPO	NSALG Ltd	Membership	67.00
Oct-23	FPO	Tree of Life	Tree Works	690.00
				786.67
			Balance as at 31st October 2023	608.04
			Lloyds Bank	608.04

Appendix B

ACTIONS FOR ALLOTMENTS:

1. EPC vs Ellisfield Allotment Trustees. Peter confirmed that the EPC as a single body is correct on the Charity Commission website (as opposed to Councillors). However, as Trustees we have different R&Rs so need to have separate meetings (as we have at present) and ensure we don't discuss allotment items on the EPC agenda

ACTION: Elect a Chairperson and Secretary for the Ellisfield Allotment Trustees. Would suggest Richard and Hannah although it can be different e.g. Lucinda could be the Chairperson. TRUSTEES to raise propose at Allotments meeting. Set up separate Allotment meetings maybe 3 times a year – best aligned with the EPC meetings

Dec 2023 Update. This has been actioned. Agreed that Lucinda will take the role as Chair and the EPC clerk will take the role as Secretary (operating as separate roles)

2. Amend EPC assets register to show correct status of the Allotments

ACTION: Allotments to be registered on the EPC register but with a note stating that they come under the Ellisfield Allotments charity. EPC CLERK

Dec 2023 Update. This has been actioned. New Asset register uploaded to the website and on the agenda for approval by Councillors at the next Parish Council meeting. Allotment assets are highlighted as separate since they belong to the Ellisfield Allotment Charity Commission

3. Remove policies from Charity Commission website which have no minuted approval by the trustees.

ACTION: There are unknown documents on the website for Complaints handling, Risk Management and Volunteer Management. No one is sure where they come from but need to be removed and replaced with the ones Hannah has drawn up. TRUSTEES SECRETARY

Dec 2023 Update. The process is in progress

4. Action taken to inform the auditor that last two AGAR forms are inaccurate as a result of omitting to

disclose that the body corporate (i.e., EPC) acts as sole trustee.

ACTION: See attachment – point 11b. The AGAR needs to state that the EPC submission does not include Trust Transactions for the past years. It's set to N/A but should be Yes. May be check with our Auditor to see if we need to change it retrospectively. EPC CLERK

Dec 2023 Update. Checked with Auditor, no remedial action to be taken for current and previous years but will be set to the correct status going forward

5. Consider registering the land. It is recommended as good practice for charity trustees to register title to their property voluntarily in any event. Registration carries with it a State guarantee of ownership, boundaries and rights over property can be clarified, there is significantly more protection against squatters' claims and additional measures can be taken to be alerted to potential property fraud.

ACTION: Recommend registering land unless there is good reason not to.

TRUSTEES SECRETARY

Dec 2023 Update. Agreed this is a good idea in principle, however, the trust deed for the land is held at the National archive office in Kew. Clerk would need to visit in person to obtain the document. Plan to action in 2024.

6. Funding. EPC can provide funding to the Ellisfield Allotments. This should be budgeted via Grants and Donations by the EPC

ACTION: Already included as a line item in the EPC budget. For 2024/2025 it is zero. EPC CLERK

Dec 2023 Update. No action required for the coming year

7. Resend invoices to allotment holders this time from 'Trustees of Ellisfield Allotments' and not from EPC.

TRUSTEES SECRETARY

Dec 2023 Update. This has been actioned.