



AGM Agenda

Sunday 8 May 2022, 2pm

Tea and coffee outside pavilion from 1pm

For a reminder of all Rules & Regulations / Constitution as they currently exist, see www.sjsmallotments.co.uk (click 'Documents' tab)

1. Chair's opening remarks
2. Minutes of last meeting (attached)
3. Secretary's report (to be tabled)
4. Treasurer's report (to be tabled)
5. Auditor's report (to be tabled)
6. Spending decisions deferred from Committee meetings throughout the year

See following pages for details

- a. Defibrillator
- b. Chemical toilet
- c. Match funding for accessible plot / gazebo project
- d. Removal of overgrown Leylandii (Plot 66 and others)

7. Motions

See following pages for details

- a. Amendment to burning season (Proposer: Committee)
- b. Increase of late levy (Constitution part 2 & Rule 5) (Proposer: Scott)
- c. Plot-clearing deposit (Constitution part 2 & Rule 4) (Proposer: Scott)
- d. Procedure for approval of £300+ spends (Constitution part 7 / New rule?) (Proposer: Scott)
- e. Use of external pavilion power socket (Proposer: Marie)
- f. Formal ratification of Constitution (Proposer: Scott)

8. AOCB
9. Election of committee
10. Vote of thanks

6 Spending decisions deferred from Committee meetings throughout the year

These spends are over £300, and therefore need approval from the wider Association

6a – Defibrillator

- Agreed to investigate costs at an AGM before the pandemic
- Advice sought from several suppliers - all advised that a heated cabinet would be necessary, since it would be stored outside and experience sub-zero temperatures
- Also strongly advised ongoing servicing to check it continues to work
- Committee also discussed having a basic pre-paid mobile phone in the same cabinet to call 999, kept charged using the same electricity supply as the cabinet heating

Proposal: vote on whether to go ahead in light of new information about costs being ongoing (*exact quotes pending – will update at meeting*)

6b – Chemical toilet

- Water is currently turned off Nov – Mar, so toilets are closed
- Plotholders may find this restrictive, esp. for any medical reasons

Proposal: vote in principle on rental of chemical toilet delivered to space next to pavilion (*exact quotes pending – will update at meeting*)

6c – Match funding for accessible plot / project

- Funding has been awarded by GAF and Glasgow City Council
- Committee discussed using SJSM funds to supplement the award
- After being delegated project manager at March committee meeting, Helen McNamara (Plot 72) together with William Chambers (Plot 7) have supplied a breakdown of costs:
 - *I have priced the gazebo materials to be between £3k and £4k depending on trade discount. I expect professional labour to be up to £2k, and a contingency of £2k for wheelchair accessible plot (savings can be made here with volunteers/work party).*

Income

Grant £4000

SJSM £4000

GAF £500

Total £8500

Expenditure

Gazebo materials £4000

Labour £2000

Accessible plot £2000

Tools £500

Total £8500

Proposal: Allocate £4k in match funding from SJSM funds

6d – Removal of overgrown Leylandii

- Planted on plots many years ago by plotholder unknown; now too large to remove without specialist equipment (mainly plot 66; also quoted for plot 68b)
- See attached quote for costs

Proposal: treat these specific trees as a site maintenance and development issue, and pay for removal using general funds

**Stevenson
Tree Care**



[redacted]
Shawlands
Glasgow
G41 [redacted]

Quotation

29 April 2022

Client details

Name	SJSM allotments
Address	Pollok Park
Contact number	[redacted]
Email address	[redacted]@[redacted].co.uk

Job details:

Removal of large leylandii from plot 66 and removal of lawsons at plot 68b

All branches lowered with care, main stem to be dismantled and rigged down avoiding damage to shed and beds.

Trunks cut as low to ground as possible.

All branches chipped (can leave chip on site) and heavy wood taken off site, plots left clean and tidy.

Cost for plot 66- £740

Cost for plot 68B-£560

Total Cost for both plots £1200

Obstacles	Garden sheds/beds	Long distance to chipper	
Hazards			
Conservation/TPO	N/A		
Kit Required	Chainsaw/polesaw/ Climbing kit	Rigging kit /Cleaning equipment	Chipper

7 Motions

7a – Amendment to burning season (Proposer: Committee)

Background

- 1 enquiry and 1 complaint received from nearby residents about smoke entering homes
- General opinion is that council / courts would be sympathetic to residents' concerns, as lots of advice on waste disposal is now to compost or recycle wherever possible
- Waste cages may be more frequent now, courtesy of the Parks Manager
- We wish to keep good relations with our neighbours, and protect plotholders from fines

Proposal: amend rule 32 to remove a month from each end of the season, and add advice.

- Existing text:
 - 32. The lighting of fires during the months of May, June, July, August and September is banned. The Committee will not be held responsible for any prosecutions or fines imposed under Environmental rules.
- Proposed text:
 - 32. The lighting of fires during the months of **April**, May, June, July, August September **and October** is banned. **Waste should be composted, recycled, or disposed of in green waste cages where possible. If burning, consideration should be given to residents of the neighbouring housing development, who will be more likely to have their windows open to ventilate their homes or be using their balconies on days when the weather is better.** The Committee will not be held responsible for any prosecutions or fines imposed under Environmental rules.

7b – Increase of late levy (Proposer: Committee)

Background

- Fees not paid by the date of the AGM currently incur a £3 late levy (Constitution part 2)
- This no longer seems an effective deterrent against paying late
- Each late payment creates extra work for the Treasurer; responsibility should lie with plotholders to use the month before the AGM to engage with the various opportunities pay, rather than with the Treasurer to spend time contacting absentee plotholders later

Proposal: increase the late levy mentioned in the Constitution

- Existing text:
 - Fees will be set or changed at the AGM. They must be paid in the four week period up to and including the date of the AGM, unless a satisfactory reason for not doing so is received by the committee beforehand. Late payment will incur a levy of £3.
- Proposed change:
 - [...*First section as above...*] Late payment will incur a levy of **£10**.

7c – Plot-clearing deposit (Proposer: Scott / Marie)

Background

- Each year, a number of plot resignations leave us with excessive weeds / waste when people let us know they're leaving and simply post their keys through the letterbox.
- It is unfair to expect brand new plotholders to clear other people's rubbish.
- Plot clearing is not part of the groundskeeper's responsibilities (plots are not shared space)
- SJSM rents are currently among the lowest in the city (Council rents are nearly 50% higher, at £34.50 per plot)

Proposal: add a plot-clearing deposit, refundable in the same way as gate keys as long as the plot is left in an acceptable state. If not, it can be used to pay someone to spend their time clearing the plot. Amount open for discussion - £50?

- *(NB: No change required In wording of the Constitution, which simply says 'Fees will be set or changed at the AGM'. Any change would be recorded in a new membership form.)*

7d – Procedure for approval of £300 spends (Proposer: Scott)

Background

- AGM in 2011 decided that any committee spending over £300 must be approved by the wider Association
- No procedure was ever established for this, so currently all large spends go to AGM, which creates delays
- Clarity on how we deal with all of this would help future Treasurers, as well as Auditors

Proposal: add to Part 2 of the Constitution (Finances)

- Existing text:
 - All money raised by the Committee shall be used to further the needs and development of the Gardens.
 - No member of the committee shall be paid fees, other than for out-of pocket expenses.
 - The treasurer shall keep accurate accounts of the finances. All money not immediately required will be paid into a bank account in the name of Sir John Stirling Maxwell Gardens. The funds of the Gardens will be held in a bank account operated by two office bearers.
 - The accounts and receipts should be passed to two auditors, who should be selected by the Committee. These persons should be members of the Gardens, should be of good standing, and not related to any Committee members. The accounts/receipts should be given over to these auditors two months before the AGM to allow books to be checked and a report prepared for the members to examine at the AGM.
- Proposed addition:
 - Except in emergency situations (e.g. roof collapse or plumbing repairs), any individual spend purchased with money from the general accounts (e.g. from rent, donations, fund-raising activities) and exceeding £300 shall require the prior approval of the wider Association. A notice indicating the spend, along with

instructions on how to formally object, shall be posted on the notice board for a period of two weeks, and publicised by other available means (e.g. email, website, etc.). Any objections raised should be made to the committee in writing, either to the pavilion postbox or by email to the Secretary. If, following discussion, objections are not resolved to the satisfaction of those who submit them, an Extraordinary General Meeting shall be called to consider the objections, and a vote shall be taken on the spend. Notice of the meeting shall be displayed for a period of at least two weeks. As per the Constitution, twenty shall form a quorum at a General Meeting. If this threshold is not met, the spend shall be deemed not to have been approved.

- Internal bookkeeping records of any spend greater than £50 must be countersigned by the recipient to confirm receipt.
- Grant funding (and similar monies where the spending breakdown is declared at the point of asking for the funds) shall be exempt from the above requirement to seek Association approval, as the funders shall have approved the use of their money for purposes detailed at the time of award. Funding applications drawn up by the committee shall have been shared with Members for consultation for at least 2 weeks prior to submission. Any such funding awards shall be recorded separately in the Association's accounts to allow for ease of bookkeeping and audit. As with internally funded spending, itemised receipts should be kept for all expenses, as these may be requested by the external funders (which may be at the end of the funding period or, as occasionally happens, in the future when a new funding application is submitted to the same funding body and they ask for historical records detailing how their previous funds were used).

7e – Use of external power socket (Proposer: Marie)

Background

- Some members have asked that the external socket on the pavilion be turned on for general use
- Concerns have been raised at previous AGMs about safety, risk assessment, and legal liability with respect to accidents (how much, and who is liable)
- We have asked our insurer for clarification, which will hopefully arrive before the AGM

Proposal: discuss whether to leave the socket on or off, and any related safety measures the Association should take (e.g. Risk Assessment, restrictions on usage)

7f – Formal ratification of Constitution (Proposer: Scott)

Background

- [A Constitution](#) was drafted in 2015/2016, but never formally voted on
- Committees have already been using it to direct business over these past 5-6 years

Proposal: vote to formally approve the Constitution for the record, incorporating any amendments already approved as a result of other motions