



Minutes of the Annual General Meeting of Sir John Stirling Maxwell Gardens on 8 May 2022 @ 2pm at Bankhead, 2060 Pollokshaws Road G43 1AT

Tea and coffee were available between 1pm and 2pm outside the pavilion. Partners who shared in working plots were admitted to AGM and permitted to contribute to discussion e.g. to share relevant expert knowledge, though voting was restricted to Members only (i.e. one vote per plot).

In Attendance:

Marie McPhelim (Chair); Scott Ramsay (Acting Secretary); Angela Watson (Acting Treasurer); Ann Armstrong; David Orr; Helen McNamara; Patsy Thomas; John Phillips; Thomas Lavelle; William Chambers; Maria McCalmont; Hugh Long; Julie Duncan; James Tait; Dinah Robertson; Anna Gibbons; Eric Brunger; Stella Watson; Mike Duncan; Martin Lavelle; Jeanette McVey (Vice Chair); Margot MacLellan; Donna Sloan; Liz Gibson; Lesley Blair; Janey Armstrong; Cathy Grant; Janette Arneil; Barry Stansfield; Rebecca Anderson; Karen Donnelly; Alex Cavanagh; Nick Sims; Michelle Jamieson; Susan Gallagher

Apologies: Matt Maycock

Chair: Opening Remarks

Marie McPhelim (Plot 1A) welcomed everyone and opened the meeting.

Minutes of the 2021 AGM

These were presented via projector screen and approved. Michelle Jamieson (Plot 121) proposed and Marie McPhelim (Plot 1A) seconded

Secretary's Report

Scott Ramsay (Plot 38) presented his report via projector screen as follows:

(First part under previous Secretary – Helen McNamara)

July 2021: Inspection criteria drafted; allotments mapped by council; Infrastructure: loft tank drained and disconnected, new hot water tank in kitchen providing hot water to kitchen and toilets, toilet fixings repaired, toilets push taps fitted, standpipe hose taps replaced, electric hand-dryers installed, light sensors installed in toilets, Open Day volunteers and contributions gathered, award funding noted and paired with ongoing idea for gazebo (Dougie)

Aug 2021: skip delivered, Council funding application submitted - £5k, Committee personnel changes (Dougie, Helen, Scott, Angela), **Fantastic** turnout at Open Day - ~450 visitors / £4k+, Contactless payments started

Sep 2021: Waiting list reopened – maintain at 35 names; GAF Allotment Development Awards - £500 won

Oct 2021: Hallowe'en event

Nov 2021: Glasgow City Council Area Funding Grant Offer of £4000 awarded

No meetings Nov – Feb

Mar 2022: Gate gifted by council; architectural plans of gazebo drawn up for planning and building control (H. McNamara plot 72)

Apr 2022: Plans submitted to council

Treasurer's Report

Angela Watson (Plot 27) presented the annual financial report via projector screen. After deducting regular outgoings from core rent income, it was estimated we should have around £1100 in a typical year to pay for contingencies and development, before adding variable income from Open Day and any other fundraising activities. This report was approved.

Auditors' Report

Mike Duncan (Plot 4) delivered the annual auditors' report and confirmed that the accounts were found to be accurate. The auditors recommended that, in the event of another Treasurer mid-year, a mini-audit would be helpful to clarify our financial position at the point of handover. This report was approved.

Spending decisions deferred from Committee meetings throughout the year:

Defibrillator

Discussion took place as in previous years around purchase of a defibrillator to be positioned outside the pavilion. The ongoing electricity costs for heated cabinet, maintenance and servicing, and any requirements for specialist training were debated. As the defibrillator comes with recorded voice instructions it was agreed that specialist training is not required. Costs estimated under £500 to purchase.

- **Proposal: to go ahead in light of ongoing cost information**
- **Agreed by majority vote: to purchase defibrillator providing costs are in line with estimate**

Chemical Toilet

Discussion took place regarding the proposed rental of a chemical toilet during November to March when the pavilion water is turned off and toilets closed. Toilet access is necessary for certain medical conditions. Several other options were suggested from the floor (e.g. improving insulation of existing plumbing; composting toilets), requiring further quotes.

- **Proposal: to rent serviced chemical toilet delivered to space next to pavilion**
- **Agreed by majority vote: incoming Committee to further investigate options and decide before the end of Summer**

Match funding for accessible plot/gazebo project

Proposal to match fund this project, estimated to total £8500, by allocating £4000 from core funding to add to £4500 already received in grant funding. Helen McNamara (Plot 72) as project manager confirmed exact costs will not be known until planning permission and building warrant are granted and construction costs are known. William Chambers (Plot 7) as Committee liaison on this project described the advantages of the structure for members and for Open Day and Brian McCalmont (partner of Maria McCalmont Plot 20) explained that this is a 'proof of concept' stage and final costs will only be known after this preliminary stage.

- **Proposal: to allocate £4000 in match funding from core funding**
- **Agreed by majority vote: to allocate £4000 from core funding**

Removal of overgrown Leylandii (plot 66 and others)

Costs were presented from Stevenson Tree Care totalling £1200 for removal of large leylandii from plot 66 and lawsons at plot 68b including dismantling using rigging , trunks cut as low to ground as possible, removal of materials and chipping as appropriate to leave on site for bark.

Martin Lavelle (plot 63) offered to do this work and would provide quotations for the same specification of work.

Discussion followed re: maintenance of hedges and overhanging trees around the whole site perimeter.

- **Proposal: pay for removal using general funds under site maintenance**
- **Agreed by majority vote: to spend £1200 maximum on the work either to be carried out by Martin or by STC - Committee to agree contractor**
- **Agreed by majority vote: Committee to audit other problematic trees or hedges around perimeter that are beyond the ability of any other plotholder to fix, and investigate costs**

Motions

Amendment to burning season (proposer: Committee)

Discussed recent enquiries and one complaint from neighbouring residents regarding smoke. In anticipation of the authorities likely being more sympathetic to residents' concerns than to our need to burn, especially in light of more frequent waste removal options courtesy of the council, the floor was generally keen to maintain open and positive dialogue with neighbours. Small modifications to our rules were suggested as a compromise. A distinction was made between burning in wood-burning stoves for heat, vs. burning waste on the plot. Recommendations were given about more modern, cleaner-burning stoves from a plotholder who has already made the change.

- **Proposal 1: change wording on rule 32 from "The lighting of fires" to "The burning of waste" and amend new plotholder pack to reflect best practice in waste removal and responsible burning**
- **Proposal 2: Add April and October to the list of months during which burning is banned**
- **Agreed by majority vote: Proposals 1 and 2, above**

Increase of late levy - Constitution part 2 & Rule 5 (proposer Scott)

The current late levy period increases workload for the Treasurer. Late payments are most often correlated with poor plot upkeep, so the issue focused on the issue being one of general absenteeism rather than late payment.

- **Agreed by majority vote: abolish the late levy and simplify rent deadline to the day of the AGM. If rent is not paid by this date, eviction proceedings will begin.**

Plot-clearing deposit - Constitution part 2 & Rule 4 (proposer Scott)

This was fully discussed and agreed there are difficulties with the many existing plot holders not having paid this and they would form the majority of cases. More regular plot inspections may resolve this.

- **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**
- **Agreed by majority vote: not to implement and instead new plot holders to be advised in pack about the rules surrounding plot maintenance. Committee to have the discretion to waive new Member's first year's rent if plot condition is poor at time of let.**

Procedure for approval of £300+ spends - Constitution part 7 (proposer Scott)

Discussion took place around procedure and it was decided to add this into the working group task looking at overall Constitution amendments for future ratification (see below)

Use of external pavilion power socket (proposer Marie)

Discussion took place around electrical power limit/surge protection and risk assessment requirement. Chair confirmed the socket was originally installed only for Open Day not for use of power tools. Agreed cordless battery-operated power tools are now common and accessible cost-wise. Tool library in Victoria Road noted.

- **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)**
- **Agreed by majority vote: to leave switched off and incoming committee to carry out risk assessment/health and safety audit with a qualified electrician to assess fuse box fitness for purpose and voltage capacity, PAT testing for kitchen appliances and heaters and external socket voltage capacity and make recommendations as required**

Formal ratification of Constitution (proposer Scott)

Existing Constitution has never been formally approved at AGM. Several small inconsistencies exist.

- **Working group of Scott Ramsay (Plot 38), Nick Sims (Plot 48), Julie Duncan (Plot 42), and David Orr (Plot 56) to look at Constitution wording and proposed amendments before formal ratification/approval**

AOCB

- Purchase of 6 new wheelbarrows to go ahead
- Request for pavilion kitchen to be opened more regularly. This should evolve with gazebo project coming into place

Election of 2022 Committee

The present Committee stood down and left the top table. David Orr (Plot 56) took the position of temporary Chair at the top table to oversee the 2022 Elections.

Scott Ramsay (Plot 38) presented a table via projector showing members who had communicated in writing in advance that they wished to stand for election (names in blue), including their proposers and seconders in some cases. (NB Thirza Mara (Plot 117), who also stood for election in writing and was proposed and seconded in advance of the meeting, was omitted from the presented table due to an administrative error. Thirza was co-opted according to procedure outlined in SJSM governance documents unanimously by the new Committee in writing the following day).

Other members (names in green) stood from the floor either for election or to propose/second.

Summary as follows:

Name (Plot #)	Proposer (Plot #)	Seconded (Plot #)
Chair William Chambers (7) Marie McPhelim (1A)	Helen McNamara (72) Michelle Jamieson (121)	Stella Watson (76) Patsy Thomas (107)
Secretary Helen McNamara (72)	Susan Gallagher (98)	Dinah Robertson (52)
Treasurer Scott Ramsay (38)	Hugh Long (29)	Michelle Jamieson (121)
Vice Chair Eric Brunger (31)	Maria McCalmont (20)	Scott Ramsay (38)
Groundsperson Ann Armstrong (15)	Marie McPhelim (1A)	William Chambers (7)
Committee Maria McCalmont (20) Donna Sloan (22) Michelle Jamieson (121) Thirza Mara (117) Angela Watson (27) David Orr (56) Janey Armstrong (19) Thomas Lavelle (62)	Julie Duncan (42) Helen McNamara (72) Jeanette McVey (116) Helen McNamara (72) William Chambers (7) Julie Duncan (42) Donna Sloan (22) Julie Duncan (42)	Liz Gibson (18) Janey Armstrong (19) Patsy Thomas (107) Scott Ramsay (38) Helen McNamara (72) Jeanette McVey (116) Maria McCalmont (20) William Chambers (7)
Auditors Julie Duncan (42) Lesley Blair (53)	Rebecca Anderson (45B) Liz Gibson (18)	Thomas Lavelle (62) Mike Duncan (4)

The proposed Secretary was uncontested and Helen McNamara (Plot 72) duly elected. The Chair office election went to a members vote with William Chambers (Plot 7) duly elected on 80% of the votes. The proposed Treasurer was uncontested and Scott Ramsay (Plot 38) duly elected. Eric Brunger (Plot 31) stood as Vice Chair uncontested and was duly elected. Ann Armstrong was uncontested and elected as Groundsperson. All other proposed committee members and auditors were uncontested and duly elected.

Committee elected as follows:

Chair: William Chambers (Plot 7); Secretary: Helen McNamara (Plot 72); Vice Chair: Eric Brunger (Plot 31); Treasurer: Scott Ramsay (Plot 38); Groundsperson: Ann Armstrong (Plot 15); General Committee: Janey Armstrong (Plot 19); Michelle Jamieson (Plot 121); Thomas Lavelle (Plot 62); Thirza Mara (Plot 117); Maria McCalmont (Plot 20); Jeanette McVey (Plot 116); David Orr (Plot 56); Donna Sloan (Plot 22)

Angela Watson (Plot 27); Auditors: Julie Duncan (Plot 42) and Lesley Blair (Plot 53)

Vote of Thanks

A vote of thanks to the outgoing Committee was given

