**Consolidated AGM minutes 2019-2023 (COVID interruption 2020-21)**

CLAY FARM COMMUNITY GARDEN GROUP
Minutes of AGM on 16 April 2019
PRESENT: Carol Holloway (Chair) CH, Liz Cox (Secretary)LC, Carol Wright (Treasurer)CW, Lisanne
Doran (Lead Gardener/Artist ) LD, , Serena Michell SM, Vanessa Price (VP), Nicky Saragossi, (NS), Ian
Storr (IS), Philippa Slatter(PS), Katie Thornburrow (City Councillor)KT and Duncan Catchpole (Food
Hub).
APOLOGIES: Dave Jackson, Henry Goodfellow, Cate Gatti, James Hemms, Dominic Halford.
1. CH welcomed everyone to the meeting.
2. The minutes of the AGM held on 16 June 2018 were agreed.
3. There was only one matter arising – CH explained that she and LC had not stepped down last
September as LD's contract had been renewed by Countryside.
4. CH presented the Annual Report. CH referred to the outstanding issue of finding someone to
seek out and apply for grants to support the garden in the future. LD volunteered to take on this role. LD commented that the lack of progress with the allocation of the allotments had had a detrimental effect on the whole Community Garden project. KT reported that the legal documents were still sitting with Pemberton's solicitors and that there was likely to be a further year's delay.
5. CW presented the Treasurer's report and accounts. There is a balance of £295.28 and one
outstanding debt of £94.55, owed by Countryside for work done during the consultation exercise. SM reported that she had bought some bulbs and sold them on as pots. There would be a small profit from this for the garden. LD had established a tool library and this would also raise a small amount of money. It was agreed that this should be properly accounted for but could be kept as a cash float. CH thanked CW for her tireless efforts in dealing with RBS.
6. Election of officers. No one had volunteered to become Chair or Secretary. As the Steering
Group is now functioning properly, with representatives from the local community, it is anticipated that they will handle the strategic management of the site.
CH put the following proposal to the meeting:
 Meetings of the Garden Group cease until such time as the community wishes to reconvene and/or reconstitute the Group in a different form.
 Carol Wright to continue to act as Treasurer and oversee the bank account, with Carol Holloway and Liz Cox remaining as co-signatories until new Officers are elected. All financial transactions to be reported to the Steering Group.
 Summer Garden Parties to continue in 2019, Serena Michel continues to be co-ordinator, with practical support from a group of volunteers. Insurance to continue to be paid from remaining Garden Group funds. Planned events to be reported to the Steering Group.
 Carol Wright to continue to be a member of the Steering Group to represent matters relating to finances and Serena Michell be nominated to join the Steering Group to represent Events and onsite matters.
This proposal was unanimously accepted.

A.O.B.
a) LD gave details of the following future events at the Community Garden:
 Big Dig 27 April to promote gardening.
 Chelsea Fringe event 25 May.
 Gardening for Wellbeing continues every Thursday morning.
 Drop in gardening every Saturday morning.
 After school club on Tuesdays, from 3 – 4 pm, starts 7 May. This is supported by the Botanic Gardens.
 Two trees for babies have been planted on the site.
 The other half of the garden has now been sprayed and, in due course, it will be seeded with green manure.
b) KT has agreed with Countryside to that there will be a noticeboard. Philippa has concerns about the size and type of board and agreed to write to Sarah Tovell on this matter. KT also drew everyone's attention to Hedgehog Awareness Week which is being promoted by the City Council.
c) SM will be organising a pop up café from 9.30 – 12 noon this Saturday.
d) PS raised the issue of the size of the allotments. She has been told that they are to be 75 sq. metres, which is not only rather large but not in accordance with the plans. She asked whether it may be possible to layout the size on the Community Garden so that everyone could see the size. LD will enable this. KT will check the plans and the anticipated size.

CLAY FARM COMMUNITY GARDEN GROUP

Minutes of the AGM held at 19.00hrs on 22 September 2022 in the Garden Building
Apologies: Cate Gatti, Emma Darnell, Serena Michel, Vanessa & Richard Price, Sez Szgndrez,
Joost, Jane & Bruce White.
Present: Rebecca Chee (RC), Brian Cox (BC), Liz Cox (LC), Avazeh Ghanbarian (AG), Carol
Holloway (CH), City Councillor David Levien (DL), Diego Magrini (DM), Nancy Muir (NM), Julian Querino (JQ), County Councillor Philippa Slatter (PS), Ian Storr (IS), Chris Taylor (CT),
and Carol Wright (CW)(Treasurer and Chair).
Financial Statement: There is a Balance of £2529.74 in the bank account, of which £2088.02 belongs to the Garden and £441.72 belongs to Clay Farm Food. During the year, income was
received from the visiting Food Trucks, the café, and grants for the strimmer, the plants and trees in the pond area, and the Jubilee Party.
The insurance for Garden assets and Public Liability is due in December and estimated to be
c£350. The main expenditure in future will be for mulch for which Countryside should be paying. Lobbying for this may something with which our Councillors could assist, otherwise the cost could fall on the City Council. BC asked if the mulch from Waterbeach could be used. DM had asked about this but the site had been closed over the summer. This could now be pursued as they will actually deliver the mulch to the Garden.
Management of the Garden: There have been problems with drainage for the pond and surrounding area. It floods in winter and sets hard in summer It was suggested that Cambridge Water might offer advice on drainage matters. DM and JQ to discuss regenerative methods for the area with Chris Macfarlane.
It was also suggested that Cambridge Water might offer advice on separating water metering for the garden from that for “domestic use” in the building.
Astra Zeneca has sent working parties to the Garden twice and there was a group of 25 young volunteers from a Summer Camp.
Emma, who now runs the Beanisimmo café at the Garden, is very supportive and we will try and help her through the winter months by allowing her to use the canopy outside the Garden Building if necessary.
There will be a meeting with Countryside on 30 September to establish the exact layout for the table which is being supplied as part of the Public Art for the site. Eventually, there will also be a couple of benches.
The Core Group has been operating on an ad hoc basis since the last AGM in 2019.
Constitution: There had been no notifications of proposed revisions to the constitution.
There was a discussion about membership. There are members who have signed up to our mailing list and to various What’s App groups. JQ suggested that there were two types of members – those who wished to be actively involved and those who wanted to be kept informed of activities. It was agreed that active members should be asked to sign a form agreeing to abide by the constitution and our various policies. This would be our membership. Those wishing to be kept informed of events would continue to receive that information via whichever medium they had chosen but they would not be voting members.
There was no agreement about whether we should charge for membership but one suggestion which found favour was to ask for a token membership fee on joining. It was agreed to contact the What’s App groups and the mailing list to ask individuals (To be confirmed before implementing):

1. Do you want to sign up?
2. Are you First Aid trained?
3. Are you DBS checked?
4. Are you a BPHA tenant? (This could be useful if we wanted grants from BPHA)
5. What skills can you offer to the Garden?

The website needs updating and keeping up to date. CT said that he had experience of using
WordPress and it was agreed that he should discuss this further with DM and CW.

Election of Officers and Core Group
Chair - Julian Querino
Secretary – Diego Magrini
Treasurer – Carol Wright
Core Group – Liz Cox, Cate Gatti, Serena Michel, Lauren Anderson Dring, Nick Walton, Jane
White and Bruce White

The above were elected unanimously.

Budget 2022/2023: Income will be from the same sources as previously. Outgoings would be mainly for the Garden e.g. seeds and mulch and bulk ordering would be investigated.

Future matters: There will be a pumpkin carving event on 30 October and Pimp my Fish will come at lunchtime. Pumpkins will be needed.

As yet there are no details of the handover from the City Council. There have been discussions over a Licence to Occupy for the first two years. JQ mentioned a “Tenancy at Will” as a possible option. If the City Council wanted the group to manage and finance the building then this would be a very dramatic change in the Group’s circumstances and would require considerable thought.

A.O.B None

The meeting ended at 20.15hrs.

**Clay Farm Community Garden Garden**
**held at 17.30hrs on 5 October 2023 in the Garden Building**

**Present:** Diego Magrini (DM), Carol Wright (CW), Julian Querino (JQ), Serena Michell (SM), Chris Taylor (CT), Catriona Gatti (CG), Julian Hickling (JH), Rebecca Jones (RJ), Bruce White (BW), Jane White (JW) and Liz Cox (LC).
**Apologies:** Emma Darnell, Philippa Slatter, Carol Holloway and Ian Storr

JQ welcomed everyone to the meeting.

1. **Minutes** of the previous AGM had been circulated at the time and were agreed.
2. **Financial Report** CW presented the accounts relating to 1 September 2022 to 31 August 2023. Income totalled £2138.21 and Expenditure was £2290.56. In addition, the account is holding £441.72 for the Clay Farm food account. The current balance, excluding this, is £2338.08.

3. **Table & seating** BW & LC reported on their discussions with Colin Walker, who has taken over as Countryside/Vistry's contact. A planning application had been submitted, which was incorrect. As a result a new application would be required. It was agreed that we needed to see any new application before it was submitted to the Council to avoid a situation arising where we had to object. LC had sent Nils Norman's drawings to Colin Walker and was asked to send the drawings to Hannah(Countryside) and the Council, if she could find a contact. It was agreed that it would be wise to ask for a site visit by the planning officer.
4. **Membership form and website updating** It was agreed that the Garden should have a list of members. It was agreed that there would be no membership fee. There would be a membership form on the website, plus a paper version, which would ask for name, postcode and email addresses. Phone numbers were to be optional. CG agreed to become Membership Secretary. DM will continue to update the website.
5. **Licence & Maintenance Plan** There is nothing to report.
6. **Events: Past and Future** CW presented the annual activity report, which will be filed with these minutes. Several future events are planned: Plant Swap 28 October, Pumpkin carving 29 October, Christmas Crafting 18 November, Eco Market 26 November and a Christmas event 14 December.
7. **Food Trucks** will continue each Thursday evening until 23 November.
8. **Garden planting & repairs** BW sees the next year as maintaining what we've got. He would like to sort out the vegetable bed with fencing and gates. The pond is waiting for the Council to sort it out. There is a grant for this work. BW is experimenting with an organic method of weed removal from paths etc. He will also contact Guy Belcher for advice on other possible solutions. BW reported that the volunteer situation had eased and various groups were working well and managing themselves.
9. **Election of Committee and Officers:** Chair JQ, Secretary LC, Treasurer CW, Membership Secretary CG, Committee members: SM, DM, JW, BW and CT.
10 **AOB** As there was no other business the meeting ended at 19.10hrs.