



20th September 2022

Dear Gorse Hill Allotment Plot Holder

RE: Initial meeting to establish the formation of a Gorse Hill Allotment Association

Further to my letter of 26th July 2022, I write to inform you that the current Site Secretary for Gorse Hill Allotments Mr. T. Van Gelderen is unable under present circumstances to establish a stand-alone Gorse Hill Allotments Association and undertake the other associated steps put forward by the Council.

Consequently, I invite all Gorse Hill Allotment tenants to attend the following meeting:

Purpose:	Initial Meeting to form a Gorse Hill Allotments Association
Time:	6.30pm – 8pm
Date:	Thursday 6th October 2022
Location:	Trafford Town Hall, Talbot Road, Stretford, Manchester, M32 0TH

Purpose of the Initial Meeting

The Initial Meeting is intended to establish a stand-alone Gorse Hill Allotments Association (GHAA), which will be separate and entirely divorced from Stretford Horticultural Society or any other society/ organisation.

The aim of establishing a stand-alone GHAA is to resolve many of the long-standing and sensitive issues at Gorse Hill Allotments through the creation of a transparent and democratically elected committee of registered tenants, who will assist the

Council in delivering an open and inclusive allotment service, bound by clear and effective processes and procedures.

The meeting agenda will follow the process recommended by the National Society of Allotment and Leisure Gardeners “How to form and run associations” as set out in Appendix 1.

The meeting will be facilitated by Council officers and Elected Members to ensure the meeting is conducted in a fair and transparent way for all tenants. Further details on how the meeting will be conducted are set out below:

Chairperson for this Initial Meeting

Councillor Laurence Walsh for Gorse Hill Ward has volunteered to act as Chairperson for the whole of the Initial Meeting. He is well informed of the situation and the objectives of the meeting.

Election of GHAA Officers – Chairperson, Secretary and Treasurer

Any registered Gorse Hill Allotment tenant may put themselves forward for any of these roles. A brief description of the roles and their duties and responsibilities are set out in Appendix 2 to this letter.

If you are interested in one of these roles, please send a brief paragraph (500 words maximum) setting out how you would carry out the duties and responsibilities of the role and why you believe you should be elected, to allotments@trafford.gov.uk by **5pm Friday 30th September**.

Nominations will then be used to create a paper ballot which will be issued at the meeting to enable a fair and transparent election of the officers.

Adoption of a Constitution for the Association

A Model Constitution based on National Society of Allotment and Leisure Gardeners advice has been prepared and a copy provided at Appendix 3 to this letter.

The initial meeting will need to adopt this constitution; however, the constitution can be amended through agreement at appropriate future association meetings, with formal written agreement from Trafford Council.

Co-option of a Provisional Committee

By Appointing the Committee as a provisional body, it enables people who are willing to work to get the Association going, and afterward retire if they wish to do so. It also allows for other, maybe more able members, to be recruited later.

An item on the agenda of a subsequent Special General Meeting should be the election of the committee to serve for the remaining association year.

Special General Meeting

Within six months of the Initial Meeting, the committee will need to hold a Special General meeting to elect a permanent committee for the remainder of the association year and/or recruit new committee members (if required).

Voting Procedure

Only registered tenants of Gorse Hill Allotments will be permitted to vote on any of the matters motioned at the meeting.

The agreement to form a new association and election of officers of the GHAA will be conducted via a paper ballot, issued and counted at the meeting.

Other matters can be voted on by a show of hands.

A copy of this letter (including appendices) and appropriate site notices will also be displayed at Gorse Hill Allotments, to ensure as many tenants are aware of the meeting as possible. The Council's webpage for the site will also include a notification of the meeting.

Should you have any questions with regard to the Initial Meeting, please contact the Council's Allotments Officer via email at <mailto:allotments@trafford.gov.uk> or via telephone on 07760167344 (Tuesday to Thursday).

Yours Sincerely

Adrian Fisher

Adrian Fisher

Director of Growth and Regulatory Services

Trafford Council

Appendix 1 - Agenda

Appendix 2 Description of GHAA Roles, Duties and Responsibilities

Appendix 3 - Copy of Model Constitution