

## **Commissary**

for

### Shed-and Area-Care Group/Committee

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**Purpose :** *To ensure the stable performance of all basic/vital practical work areas and the care of our areas, which can be categorized under the Garden-Group's daily operations. Help and guide members who apply, with gardening and box-cultivation. This also includes helping with practical matters at annual events and the Autumn Festival. Furthermore, social and practical web-based member communication-administration outside the Board*

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#### **Areas of responsibility I :** (Area-Care)

1. Lawn Care (Garden area - Also larger spaces between the gardens - but not the small ones.) Mowing with a hand-operated lawnmower about once a week. Electric Trimming as needed.
2. Keep bushes down (only behind the gardens – (approx. chest height) and otherwise only 'inside'/on our area's side of any other bushes) and free of weeds. (Put wild blackberries on vacant areas in the bushes behind the gardens right up to the wall)
3. Empty/Check green container(s) - also in sheds v playground/Clubhouse before they get too full. Empty directly into the parking lot by the gardens/Urskoven (Ejendomkontoret's permit/instructions as of May 2023 - subject to change - always follow current instructions)
4. Charging the battery-aggregate electrically wound garden hose system before it goes down to "1 lamp" (Otherwise the recharging takes 4-5 hours) - (Requires instruction and monitoring)
5. Groom/weed-remove/water all Decoration Boxes (See Bispefarmen's Overview Map): 4 pcs green on black plastic pallets v Club area/playground + 2 x 2 pcs metal boxes on (1 in wood, must be changed to metal as soon as possible) Jakob-Lindberg Road.
6. Groom/weed-remove/water all 6 vacant box-pair parking spaces west of the Laundry - as long as they (all) are vacant (Aot. Wild Blackberries propagation for bush-area) - so that the area will look attractive to and attract new members.
7. No. marking of all cultivation boxes according to the overview card - Repaint if necessary with the template after wear and tear - e.g. once a year.
8. Linden oil and paint maintenance of 4 green wooden pallet boxes v Club area. The wood must be completely dry and clean-swept/brushed: First brush lubrication with a thin layer of linseed oil, then a short suction break for the woodwork. Then green linden oil paint is applied in a few layers. About once a year - or when you can see that they need it.
9. GORI maintenance of 6 capillary-box-container systems at the Club wall. Brushed lightly about once a year. Or when you can see that they are in need. (Avoid splashing GORI on the plant-crawl grid as it is TOXIC and must not come into contact with edible plants!)

### **Areas of responsibility II: (Shed-Related)**

1. Keep both sheds cleaned up and clean-swept. At least once a year, preferably 2-3.
2. Make a written overview/complete list of tool and material inventory. Including labeling of all tools/material. Invent solid and clear durable labeling systems. Possibly borrow the police engraver's tool. Installation of anti-theft stickers. Locking safety. Lubrication of locks. Update/status count once a year and after lending.\*
3. Maintain/lubricate/clean/repair tools. Hand-sharpen hand hedge trimmers/lawn mowers etc. with ironing steel.
4. Make/invent good and stable tool-hanging-on-wall systems - Possibly add shelf-systems from wooden slats and sawdust boards etc. for newly acquired equipment, etc.
5. Help the Board/Party-Committee with setting up/taking down chairs/tables/tents etc. at events and the Autumn Festival - \*further clean-up and check-counting of camping services etc.
6. Ongoing own committee meetings as needed - and \*collaboration with the Party Committee and the Excursions/Tour-Committee on possible lending of camping services.
7. Ensure that operating and safety information boards in several languages (Da/Eng/Arabic) are hung in the sheds by all power tools, that they are easy to read and are also present at all other relevant tools that can be categorized as dangerous from a safety point of view to use.
8. Monthly check of first aid boxes/fire blankets, that they are present and that the first aid boxes contain necessary equipment. Make proposals to the garden group's Board regarding the replacement/replenishment of binders/plasters etc. before they have an expiry date or if they are missing/ have been used.

### **Areas of responsibility III : (Care-Related in general)**

1. Help members (only at members' own request) with advice/suggestions and guidance regarding box and garden cultivation.
2. Administer web-based communication-groups among members (Outside the Board)
3. Prepare budget-proposal regarding new and/or re-acquisitions of tools and equipment - and for other existing equipment for ongoing daily operations - to the board once a year (Nov/Dec)
4. Act as a member-motivating, caring, conflict-preventing/resolving intermediary between members and the board in the event of an escalation to a non-compliance situation of gardens/boxes
5. Help members and the board with "Holiday watering" for those who have announced it.

§ The group constitutes itself once a year right after the General Meeting (end of March at the latest) with the appointment of a rope-holder and deputy rope-holder

§ The group refers to The Board of the Foreningen Bispeparkens Havegruppe.

§ The group cannot dispose of funds independently. If necessary, it will be agreed in each individual case in advance with The Board of the Foreningen Bispeparkens Havegruppe. (Annual budget meeting Nov/Dec on overall need for re-/new acquisitions of all tools and necessary equipment/materials for daily operations including a small reserve amount for unforeseen expenses/repairs etc.)

§ The group has the right to make proposals to The Board of the Foreningen Bispeparkens Havegruppe, which will then consider the group's proposal at the next board meeting, and then give feedback to the group.

§ Contact the Shed-and Area-Care Group/Committee by contacting the association Bispeparkens Garden-Group's Board - [bispefarmen@gmail.com](mailto:bispefarmen@gmail.com)