

## Exmouth & District Allotment Association Committee Meeting

### MINUTES

**Venue:** By Zoom  
**Date:** Wednesday 15<sup>th</sup> February 2023  
**Time:** 7pm- 9pm  
**Attendance:** John Barwick, Cheryl Chessum, Janet Cuff, Councillor Olly Davey, Julia Jacobs, Stewart Shram, John Singleton, Jan Wells

**Apologies:** Annie Goodman, Councillor David Poor, Carolyn Priest  
**Absent:**

**Chair:** Cheryl Chessum

**Minutes:** Jan Wells

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| 1. | <b>Welcome and Confidentiality Statement and declarations of conflict of interest</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | CC                        |                 |
| 2. | <b>Minutes of the Last Meeting</b><br>The Minutes of the Committee Meeting held on 18 <sup>th</sup> January 2023 were accepted as a true and accurate record.<br>A pdf version can now be published on the website.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | JS/JJ<br>JS/CC            | End of Feb 2023 |
| 3. | <b>Matters Arising from last meeting</b> <ul style="list-style-type: none"> <li>• <b>Adapted Beds:</b> Compost for the Adapted Beds will arrive next week. Cost is £130 for two loads. Dipping water barrels have been added to the end of each bed.<br/>Two of the adapted beds have now been let and another two are under discussion. Members of the EDAA committee have tried on many occasions to contact the local Stroke Club to see if there is any interest from them. At the present time, they have not got back in touch. SS is sourcing number plates for the beds. They should arrive next week.</li> <li>• <b>Treasurer's Meeting.</b> JB hosted a meeting on Wednesday 1<sup>st</sup> March to pass on information regarding the treasurer's role to the Committee Members to clarify all aspects of the role and administration required. JB is due to step down in March at the AGM. A new Treasurer is yet to be appointed. CC to pass on a copy of the meeting notes to JS.</li> <li>• <b>Fallen tree:</b> The fallen tree on HL243B has been removed</li> </ul> | CC<br><br>OD/CC<br><br>CC | End of Feb 2023 |
| 4. | <b>Chair's Report</b> <ul style="list-style-type: none"> <li>• <b>AGM planning:</b> The minutes of the last AGM together with the agenda have been sent to the town hall this week for printing (50 copies ordered).</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | CC<br>SS                  |                 |

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|    | <p>SS kindly agreed to print the award certificates for the meeting.<br/> JJ kindly agreed to organize the refreshments for the event.<br/> There will be no rolling PowerPoint presentation this year, but CC will arrange for some photos to be printed and arranged on the walls of the hall. These will showcase some of the projects the EDAA has undertaken recently. A news update regarding the AGM will be posted on the EDAA website.<br/> All nomination forms for committee positions need to be submitted prior to the AGM. This can be done electronically.</p> <ul style="list-style-type: none"> <li>• <b>Hybrid approach to EDAA Committee Meetings.</b> It was agreed that going forward the EDAA committee meetings would alternate between ‘face to face’ and Zoom/Teams meetings. The first ‘face to face’ meeting will be on 19<sup>th</sup> April. Venue TBC.<br/> The Zoom license has now expired, CC will look into using MS Teams as an alternative. SS will provide support.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                       | <p>JJ<br/> CC</p> <p>CC/JS</p> <p>ALL</p> <p>ALL</p> <p>CC/SS</p> | <p>End of Feb 2023</p> <p>19<sup>th</sup> April 2023</p> |
| 5. | <p><b>Secretary’s Report</b><br/> <b>Applications for Structures.</b></p> <ul style="list-style-type: none"> <li>• HL119: A retrospective application for a shed extension has been received after the plot holder was contacted. It was agreed that a site visit was required to gather further information.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <p>CC/JJ</p>                                                      | <p>19<sup>th</sup> April 2023</p>                        |
| 6. | <p><b>Treasurer’s Report – Update on financial position</b><br/> <b>Rent renewals 2023</b></p> <p>JB has compiled the list of members for the National Association membership and sent this off. It includes all those who have paid up until the end of January (433 in total). This process must be undertaken again in May/June to capture new members and late payers.<br/> JB is compiling a list of plot holders that have not paid their rent for the forthcoming year.</p> <p><b>Club Account</b><br/> The club account has received £1300 in EDAA membership fees.</p> <p><b>Other</b><br/> JB reported that two apple trees have been purchased and planted in the community garden.<br/> JB stressed the importance of a full role handover prior to him leaving the Treasurer role in March.<br/> It was agreed that it was no longer necessary to keep stock totals for the shop on the EDAA website. JC will maintain a stock spreadsheet instead.</p> <p>CC thanked JB on behalf of the committee for his invaluable contribution to the running of the EDAA. In the past few years John has worked tirelessly to ensure the accounting side of Association is professional, accountable, and run effectively. He has gone above and beyond the role, taking on many extra responsibilities that have helped the Association grow and develop into the thriving community it is today.</p> | <p>CC/JB/JW</p> <p>JB</p> <p>JS/JC</p>                            | <p>May 2023</p> <p>March 2023</p>                        |

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| 7.  | <p><b>Maintenance</b><br/><b>Pound Lane</b></p> <p><b>Hamilton Lane</b></p> <ul style="list-style-type: none"> <li>Chris Witkiss has kindly oiled Gate 4. Gate 6 may also require some attention due to an overgrown hedge.</li> <li>CC is currently waiting on a quote from Mr Shift-it for the asbestos removal.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | CC              | 18 <sup>th</sup> March 2023 |
| 8.  | <p><b>Site Co-ordinators reports</b><br/><b>Pound Lane</b></p> <ul style="list-style-type: none"> <li>PL7 vacant</li> </ul> <p><b>Hamilton Lane</b></p> <ul style="list-style-type: none"> <li>There have been issues with several EOT plot holders leaving sheds in a filthy state and full of years of accumulated rubbish some of which is charged for at the tip. Frequently these are ‘no deposit’ plots having been rented for many years or only a very small deposit has been paid and does not cover the expenses to restore. The sheds are then having to be cleaned and cleared, often by members of the committee prior to re-letting which is an unreasonable and in appropriate use of resources.</li> <li>Several plots need to remove building rubble/old tyres. They will be contacted shortly.</li> <li>In line with EDAA rules and procedures the plot holder of HL206A was served with an EOT notice and given 2 weeks to clear the plot, due to issues with the plot upkeep and poor animal husbandry. Further issues are ongoing.</li> </ul> | CC/JJ<br><br>CC | Ongoing                     |
| 9.  | <p><b>Any Other Business</b></p> <ul style="list-style-type: none"> <li>JS raised the issue that committee members should not have to clear and clean sheds left in a poor state by EOT plot holders.</li> <li>A carpenter has visited the Jesse Collings room and will provide a quote for a loft hatch and new ladder to improve the insulation and warmth</li> <li>It was agreed that the Charles Dowding talk/visit was a ‘sell-out’ success with around 150 people attending the afternoon session. The feedback has been excellent. JS suggested inviting those attendees to the Veg Course open day which will be held later in the year.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                        | JC/CC<br><br>JS |                             |
| 10. | <p><b>Date and time of next meeting</b><br/><b>Wednesday 15<sup>th</sup> March 2023 – 7:00pm</b><br/>Venue TBC</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                 |                             |