

Exmouth & District Allotment Association Committee Meeting

MINUTES

Venue: Jesse Collings Room
Date: Wednesday 16th August 2023
Time: 6:30-8:30pm
Attendance: Cheryl Chessum, Carolyn Priest, Stewart Shram, Jan Wells, Janet Cuff, Mike Hawkins

Apologies: Annie Goodman, Julia Jacobs, Mayor Olly Davey
Absent:

Chair: Cheryl Chessum

Committee Secretary: Jan Wells

		ACTION BY WHOM	ACTION BY WHEN
1.	<p>Welcome and Confidentiality Statement and declarations of conflicts of interest Mike Hawkins was thanked for his ongoing support for the work of the committee and for giving up his time to attend the committee meeting. No conflicts of interest declared.</p>	CC	
2.	<p>Minutes of the Last Meeting The Minutes of the Committee Meeting held on 19th July 2023 were accepted as a true and accurate record. A pdf version can now be published on the website.</p>	JC/MH JS/CC	End of August 2023
3.	<p>Matters Arising from last meeting</p> <ul style="list-style-type: none"> • Toilet Shed on PL site. The re-varnishing of the toilet shed is still an outstanding maintenance task. A plot holder (K Hockings) has agreed to do the work for £10 an hour. JC suggested he provides an estimate of the time he expects it to take. • Membership cards for Exmouth Garden Club. The membership cards have been distributed. 8 members of the garden club have signed up to use the HL shop. • Naturalistic beekeeping request using a top bar hive. The gentleman making the request to place a top bar hive on an allotment plot has been informed of the committee’s decision not to approve the request, as it would constitute a breach of EDAA rules. 	CP/JC	20/9/23
4.	<p>Chair’s Report</p> <ul style="list-style-type: none"> • Honoraria. The honoraria paid to committee members as a ‘thank you’ for the work they undertake on behalf of the association have not been reassessed for many years. In that time roles have expanded significantly, and more posts have been created. In previous committee meetings, job descriptions have been discussed and honorarium positions agreed. During tonight’s meeting the committee reached decisions on award 		

	<p>values for each of the honorarium positions. All awards and positions are provisional pending presentation and sign-off at October's AGM where they will be detailed to the membership for approval by vote.</p> <ul style="list-style-type: none"> As honoraria are paid retrospectively for the past year's work, the initial awards would be made in March 2024 and thereafter every March. <p>MH (as President of the EDAA) will present a case for the review of the honoraria at October's AGM</p> <p>Final EDAA Committee sign-off of the award values and positions will be tabled for the next committee meeting in September. CC asked that all members of the committee try to attend this meeting.</p> <ul style="list-style-type: none"> Defibrillator request. Last month the committee received a request from an HL plot holder to have a community defibrillator installed on site. An email containing costs, funding suggestions and ongoing maintenance was circulated to committee members for consideration. After much discussion it was decided that the committee themselves could not take on the additional responsibilities involved with raising funds, installing and maintaining the apparatus. However, it was felt that perhaps another member of the HL plot holder community may be willing to drive this project forward. Details of the project will be added to the next EDAA newsletter. 	MH	14/10/ 23
		ALL	20/9/23
			20/9/23
5.	<p>Secretary's Report Applications for Structures. No applications for structures</p>		
6.	<p>Treasurer's Report – Update on financial position</p> <p>Reserve account The committee is keen to transfer some of the funds currently held in the management account to a reserve account paying a higher interest rate. JC will research possible accounts and determine the amount that could be transferred without creating cash flow issues.</p> <p>Management Account: Recent expenditure £180 to Mr Shift-it for the removal of seven baths and other accumulated waste from plots on the HL site</p> <p>End of year accounts The end of year accounts are now complete on the system and will be ready for review at September's committee meeting. A proposed budget for next year will also be presented at that meeting.</p> <p>CC thanked JC on behalf of the EDAA for working so hard over the last few months to transition into the treasurer's role. This has been completed despite significant challenges presented by medical issues.</p>	JC	20/9/23
		JC	20/9/23
		JC	20/9/23

<p>7.</p>	<p>IT report</p> <ul style="list-style-type: none"> The rentbook has been updated to make ongoing maintenance and data extraction simpler. Unnecessary columns have been removed and additional sheets added to allow archiving of plot history. SS stated that boosters need to be installed in the Jesse Collings room to increase the Wi-Fi speed. The HL CCTV system requires setting up. SS confirmed that it can be configured to allow remote access from a mobile phone. It was felt it would be very useful. SS will help CC set-up dual OneDrive access so two OneDrive can be run in parallel. This is essential for accessing EDAA documents. 	<p>SS</p> <p>SS</p> <p>SS/CC</p>	<p>20/9/23</p> <p>20/9/23</p> <p>20/9/23</p>
<p>8.</p>	<p>Maintenance</p> <p>The work cycle estimate for the year 2023/24 has been received from Shane at Trees and Scenes. The scheme of works was reviewed and discussed. The estimate is currently £7100 for the two sites.</p> <p>It was noted that applying weedkiller to the road/turning circle at PL was not on the schedule, but had been discussed at the maintenance meeting. CC will clarify with Shane if this included in the estimate.</p> <p>Additional separate estimates were received for the following projects:</p> <ul style="list-style-type: none"> Kingston Road (HL) – ½ plot removal of raised beds and re-purposing of the area for plot holder parking (cost £5500). For an additional £2100 the whole raised bed plot can be re-developed into a larger parking area and turning circle. The old slabs can be re-purposed to use at PL site to repair the collapsed pallet wall (labour cost an additional £600). JC will see if it is possible to apply for a grant from the National Allotment Association to cover some of the costs of this additional project. Gate 8 Path. The gate 8 path (plots 2-11) can be soiled and re-seeded for £70 	<p>CC</p> <p>JC</p>	<p>20/9/23</p> <p>20/9/23</p>
<p>9.</p>	<p>Site Coordinator's report</p> <p>Pound Lane.</p> <ul style="list-style-type: none"> CP explained the issues she faces around maintenance decisions and suggested that it would be very helpful to have a designated maintenance person at PL who could provide informed advice and complete small maintenance tasks. The case for maintenance managers (honorary positions) at both sites will be made at the October's AGM <p>Hamilton Lane</p> <ul style="list-style-type: none"> HL55B is vacant. Over the autumn period a working party will remove the rickety compost bins and the plot will be covered for the winter. 	<p>CC/CP</p> <p>JJ</p>	<p>October 2023</p> <p>By Nov 23</p>

	<ul style="list-style-type: none"> HL127 will be cleared of rubbish from the shed, divided and let. 		
10.	<p>Any Other Business</p> <ul style="list-style-type: none"> Exmouth Food Bank. Noel Allen has suggested that plot holders might like to donate their excess allotment produce to the Exmouth food bank. It was agreed that the organisation/ logistics of doing this centrally would be complex, so the best option would be for plot holders to deliver any excess crops themselves. CC will discuss with Noel to see if this idea can be taken forward. 	CC	20/9/23
11.	<p>Date and time of next meeting Wednesday 20th September 2023 – 6:30pm – 8:30pm Venue: Jesse Collings Room</p>	All	