

Exmouth & District Allotment Association Committee Meeting

MINUTES

Venue: By Zoom
Date: Wednesday 18th August 2021
Time: 7pm-9.00 pm
Attendance: Cheryl Chessum, John Barwick, Janet Cuff, John Singleton, Olly Davey, Stewart Shram, Carolyn Priest, Julia Jacobs.

Apologies: Dianne Conduit, Eddie Cowley, Annie Goodman, Councillor David Poor
Absent:

Chair: Cheryl Chessum.

		ACTION BY WHOM	ACTION BY WHEN
1.	Welcome and Confidentiality Statement – Chair	cc	18/9/21
2.	Minutes of the Last Meeting The Minutes of the Committee Meeting held on 21 st July 2021 were accepted as a true and accurate record and pdf version can now be published on the website.	JS	
3.	Matters Arising from last meeting National Allotment Week – update CC asked JS to update on participation in this activity for PL. He stated 6 scarecrow and 2 photos entries plus a selection of wheelbarrows. A slide show was posted on website. There was also an open day for the people on the waiting list and good level of interest was shown in take up for places on the day which will be followed up on in Oct/Nov to confirm places for February 2022 start. CP reported back on PL which has a slightly different format. There were a few scarecrows, masses of sunflowers, a butterfly count with lots of children involved. There was a huge amount of cake made and donated plus a plant table sale and the event went well and was well supported.		
4.	Chair’s Report Social and community development activities – progress report The shed refurbishment on HL continues with plastering of the ceiling and community room due in September. Once the room is finished and decorated, we can begin to put a programme of talks and activities together. AGM		

	<p>This will be an in-person meeting at Withycombe Church Hall at 10.30am on Saturday 18th September. Notices will be posted on both sites and a mass email with minutes and agendas to follow by JS. We will ask for expressions of interest to ensure we can put measures in place to reduce risk i.e. social distancing and recommend mask wearing, hand sanitizer plus increased ventilation.</p> <p>JB will confirm booking.</p> <p>Awards and elections will be deferred until the main AGM in February 2022</p>		
5.	<p>Secretary's Report</p> <p>Applications for Structures.</p> <p>Applications received:</p> <p>HL 60 – polytunnel – approved</p> <p>HL49 – Greenhouse extension - approved</p> <p>HL63 – Additional greenhouse – not approved</p>	CC to inform all plot holder	Immediate
6.	<p>Treasurer's Report</p> <p>Rent Book and Rent Collection</p> <p>Update on financial position</p> <p>The Association is in a good financial position and the Treasurer is very open to discuss any aspects of the Association's financial position which remains strong. The Annual Accounts remain with the accountant but feedback so far has been good with a couple of minor suggestions on presentation. Key points below.</p> <p>Recent expenditure</p> <p>Expenditure continues on the refurbishment of the Shed.</p> <p>Other areas for noting</p> <ul style="list-style-type: none"> • We remain in dispute with SWW. They have done requested meter reading and have had to refund money so have applied credits to 2 meters. Readings are now accurate and up to date for all meters on both sites. The concern is the serious breach of the direct debit guarantee and compensation and refunds for money taken against EDAA request is being sought. • HL The Shed refurbishment - Electrical work to be approved, plastering planned MPS work to doors and toilet window due 4-5 weeks' time. JB and SS continue to work on refurbish the outside. JS raised the possibility of having a local artist do an artwork on the outside of the shed and discussion with OD a bid for some funding towards this enhancement. 	JB	Sept 2021
7.	<p>Maintenance</p> <ul style="list-style-type: none"> • HL – JB confirmed we cannot access identical locks to replace the existing ones. • MPS undertaking work on shed in 4-5 weeks • HL Gates – No new issues reported. 		

	<ul style="list-style-type: none"> • Water metre readings – Completed by SWW. • PL – CP reported there is an elm tree that is almost certainly dying and will need to be reviewed by Shane from Trees and Scenes in September. Also someone has thrown carpets over Gate 2 onto the site. • PL waste clearance – Shift It may be needed but before then the PL plot coordinators will look at the volume and try and accurately assess the volume and see what needs to be done or whether a skip is needed. • HL rodent issues on boundary with Greenhill Avenue. Plot holder meeting held from 4 plots. Went well. Agreement to keep boundary clear, rubbish has been cleared. David Smith recommended composters to be moved as far away from boundary fence as possible, to top of plots if possible. Six months agreed as reasonable job for winter months. Baiting will continue on a regular basis. Environmental Agency personnel invited to visit site to review EDAA work and approach and to act as a link to local neighbours as problem unlikely to be solely our responsibility and issues in other gardens along and inside fence we cannot resolve. 	<p>CP</p> <p>CP</p> <p>CC/JB</p>	<p>Sept/Oct 21</p> <p>Oct 21</p> <p>Ongoing Update OCT 21</p>
8.	<p>Site Co-ordinators report</p> <p>Pound Lane</p> <ul style="list-style-type: none"> • 5 plots vacated and can be let, 3 in poor state and 2 can be let. • 5 Plots of concern. First letter from site coordinator to go and to be followed up by review and formal letter from EDAA if needed. <p>Hamilton Lane</p> <ul style="list-style-type: none"> • 4 plots of concern, Site coordinator to contact and follow up formal letters if needed from EDAA. • Polytunnel has one bay that is very overgrown, and tenants will be contacted and JS informed of outcome. • 4 notices of tenants giving up plots this year but none are vacant yet 	<p>CP/CC</p> <p>JJ</p> <p>Cc</p>	<p>Immediate</p> <p>immediate</p>
9.	<p>Any Other Business</p> <ul style="list-style-type: none"> • Proposal received by Jenny Vince on HL for 4 plotholders on HL to organise a 'not so serious' fruit and Veg show next year on HL. Following discussion CC stated it had to be held under EDAA and members from both sites welcome although CP was not expected to promote it. This was to ensure that the insurance cover was in place and to make sure the event excluded no-one. • JS had responded and encouraged a proposal document to be submitted which was made available to all committee members in advance which was then discussed. • The idea was welcomed, and Jenny and the other volunteers were to appreciate for being willing to take this forward and giving their time to a community event. • We are able to support this and we have some resources and experience for advice they can call on if needed. Booking the Gorfin Hall will be a priority as it books up quickly in advance. JJ will provide contact at Town Hall to enable booking. • JS to respond and CC to endorse. 	<p>JS/CC</p> <p>SS</p>	

	<p>HL Shop – electrician doing electrical testing and certification 28/8/21</p> <p>HL Shop volunteer - JC reported Jenni Bowden had volunteered to work in HL shop if needed.</p>		
<p>10.</p>	<p>Date and time of next meeting</p> <p>Third Wednesday every month – Wednesday 22nd September 2021, 7pm.</p> <p>All until further notice by Zoom.</p>		