

**Exmouth & District Allotment Association Committee Meeting**

**MINUTES**

**Venue:** Jesse Collings Room  
**Date:** Wednesday 18<sup>th</sup> October 2023  
**Time:** 6:30-8:30pm  
**Attendance:** Cheryl Chessum, Carolyn Priest, Jan Wells, Janet Cuff, Mike Hawkins, Annie Goodman, Julia Jacobs, Stewart Shram

**Apologies:** Mayor Olly Davey  
**Absent:**

**Chair:** Cheryl Chessum

**Committee Secretary:** Jan Wells

ACTION BY WHOM	ACTION BY WHEN
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<b>1.</b>	<b>Welcome and Confidentiality Statement and declarations of conflicts of interest</b> No conflicts of interest declared.	CC	
<b>2.</b>	<b>Minutes of the Last Meeting</b> The Minutes of the Committee Meeting held on 20 <sup>th</sup> September 2023 were accepted as a true and accurate record. A pdf version can now be published on the website.	JJ/AG JS/CC	End of Oct 2023
<b>3.</b>	<b>Matters Arising from last meeting</b> <ul style="list-style-type: none"> <li>• <b>Toilet Shed on PL site.</b> The re-varnishing of the toilet shed is now complete.</li> <li>• <b>Exmouth Food Bank.</b> CC has not been able to speak to Noel, so the action point is carried forward to the next meeting. <i>Noel 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.</i></li> <li>• <b>Honoraria.</b> The honoraria positions and awards presented to the membership at the October AGM were passed unanimously. Payment for the current year will be made in March 2024.</li> <li>• <b>Pigeon loft request.</b> The plot holder who asked to keep pigeons on his plot has been made aware that permission has been declined.</li> </ul>	CP/JC  CC  CC/JC	15/11/23  15/11/23
<b>4.</b>	<b>Chair's Report</b> <ul style="list-style-type: none"> <li>• <b>Review of AGM and matters arising.</b> The turnout for the AGM was low with 11 members (plus 8 committee members) attending. This was taken as a positive indication that members are happy with how the EDAA is being run. Three matters arising were noted: 1) It is important that the Committee keep on top of plot inspections to</li> </ul>		

	<p>prevent the deterioration of plots. This may require the inspection of sheds/polytunnels in the future as experience has shown that these can accumulate a lot of rubbish/banned materials.</p> <p>2) A routine maintenance plan is needed to deal with communal areas, roadsides and banks to keep them in good order throughout the year. This will be discussed at November's meeting.</p> <p>3) Further research is required to see if a smaller building society can offer a suitable account with a better rate of interest for the EDAA reserves. The Monmouthshire and Skipton Building Societies will be contacted.</p> <ul style="list-style-type: none"> <li> <b>Planning for renewals</b>            SS reported that JS was now in receipt of a preliminary data set of rent renewal information, to check it would load correctly onto the EDAA website. The rent book will be kept as up to date as possible over the next 2 months to ensure the invoice data is as accurate as possible. The calculated data cells in the rent book will be checked to ensure all rows have the correct calculated fields.         </li> </ul> <p>It was agreed that cash payments will be taken on 3 days at HL (probably 2 Saturdays and 1 Wednesday) and one Saturday at PL. Actual dates TBC.</p> <p>CC will send out an email to the membership advising them of the rent renewal process and deadlines for payment. The letter will also ask members (and any additional members) to ensure that their name, address, email, and phone number information are correct for sending to the NAS.</p> <p>The NAS memberships are due for renewal on 8<sup>th</sup> Feb 2023, when a full list of all members will need to be sent. JW/JC are working on a process to capture all this information as accurately as possible.</p>	<p>CC/JJ/CP</p> <p>CC</p> <p>CC/JC</p> <p>SS/JS</p> <p>JW/JC</p> <p>SS/JC/JW</p> <p>CC/JC</p> <p>CC</p> <p>JC/JW</p>	<p>15/11/23</p> <p>15/11/23</p> <p>15/11/23</p> <p>15/11/23</p> <p>15/11/23</p> <p>15/11/23</p> <p>15/11/23</p>
5.	<p><b>Secretary's Report</b>  <b>Applications for Structures.</b>            Application for a greenhouse on PL14a – Approved. The old greenhouse is being re-sited on the same plot. The applicant has 12 months in which to put up the structure. Failure to do this will require re-application.</p>	<p>CP</p>	
6.	<p><b>Treasurer's report</b>            No changes to report since the Club and Management account data was presented at the AGM on 14<sup>th</sup> October 2023.</p> <p>Following on from a matter arising from the AGM (point 3), further discussion was had regarding interest rates available to the association. SS/AG have contacts in financial services and will contact these for advice.</p> <p><b>Major items of expenditure:</b></p> <ul style="list-style-type: none"> <li>£600 for the community orchard trees (ring-fenced money already received from the NGS)</li> <li>Another rubbish clearance (by Mr Shift-it) required at PL</li> <li>Tyre clearance from HL will start this week</li> </ul>	<p>JC</p> <p>JC/SS/AG</p> <p>JC/JJ/CP</p>	<p>15/11/23</p> <p>15/11/23</p>
7.	<p><b>IT report</b></p>		

	<ul style="list-style-type: none"> <li>SS will install Wi-Fi extenders to improve the Wi-Fi signal in the shop/Jesse Collings room. One external and one internal in each room.</li> <li>The HL CCTV system is scheduled to be set up in December. SS confirmed that it can be configured to allow remote access from a mobile phone.</li> <li>SS will help CC set-up dual OneDrive access so two OneDrive's can be run in parallel.</li> <li>Pedestrian walkway signs for Arthur's pass have arrived. Suitable posts and clips need to be ordered prior to installation.</li> <li>SS has arranged to print the veg course certificates for JS.</li> <li>SS will order till rolls for the shop sum-up machine.</li> </ul>	SS SS SS/CC SS SS SS	15/11/23 01/01/24 15/11/23 15/11/23 15/11/23 15/11/23
8.	<b>Maintenance</b>  <b>Pound Lane</b> <ul style="list-style-type: none"> <li>Ongoing issue with some plot-holders using wrenches to turn taps on/off.</li> <li>Rubbish for clearance by Mr Shift-it will be ready for collection on 5<sup>th</sup> Nov.</li> </ul> <b>Hamilton Lane</b> <ul style="list-style-type: none"> <li>A water leak at the Gorfin Hall meter point has been reported to the waterboard for action/refund.</li> <li>The first tyre collection run will take place on 19/10/23.</li> <li>HL93 a/b and HL18b are being cleared ready for re-letting.</li> </ul>	CP/JC  JJ/JC	15/11/23  15/11/23
9.	<b>Site Coordinator's report</b>  <b>Pound Lane</b> <ul style="list-style-type: none"> <li>PL1 – plot given up.</li> </ul> <b>Hamilton Lane</b> <ul style="list-style-type: none"> <li>Plots of concern: HL237, HL176, HL153.</li> <li>Formal plot inspections will take place shortly.</li> </ul>	JJ	15/11/23
10.	<b>Any Other Business</b> <ul style="list-style-type: none"> <li><b>Exmouth in Bloom Awards.</b> The presentations will take place on 26<sup>th</sup> October. Joy Simpson and JC will be attending from the Association.</li> <li><b>RHS Affiliate membership.</b> The RHS affiliate membership is due for renewal in January. After a discussion of the cost/benefits, renewal was put to a committee vote. All voted in favour of cancelling the membership. CC will inform them of the decision.</li> </ul>	JC CC	26/11/23 15/11/23
11.	<b>Date and time of next meeting</b> <b>Wednesday 15<sup>th</sup> November 2023 – 6:30pm – 8:30pm</b> Venue: Jesse Collings Room	All	