

Exmouth & District Allotment Association Committee Meeting

MINUTES

Venue: By Zoom
Date: Wednesday 19th May 2021 deferred until 26th May 2021
Time: 7pm-9.00 pm
Attendance: Cheryl Chessum, John Barwick, Janet Cuff, Olly Davey, Stewart Shram, Carolyn Priest.
Apologies: Dianne Conduit, Eddie Cowley, Annie Goodman, Julia Jacobs, Councillor David Poor, John Singleton.
Absent:
Chair: Cheryl Chessum.

		ACTION BY WHOM	ACTION BY WHEN
1.	Welcome and Confidentiality Statement – Chair		
2.	Minutes of the Last Meeting The Minutes of the Committee Meeting held on 21 th April 2021 were accepted as a true and accurate record and pdf version can now be published on the website.	OD/JC	Immediate
3.	Matters Arising from last meeting National Allotment Week – update 2 EDAA members emailed in to volunteer their time for National Allotments week but other than that there has been no comment or communication from the membership. PL are growing sunflowers rather than using their wheelbarrows as due to the incline of the plots they are in frequent use. ‘Unusual containers’ rather than just wheelbarrows can be promoted instead. CC Reported that the NAS as putting 3 information videos online for members as part of national allotment week we can promote to the membership nearer the date when plans finalised. Discussion about offering a day when Hospiscare can raise funds by having guided tours around the allotments with collections on gates, and the funds from a couple of stalls – cakes, seed sharing, produce and plants for example. To be added to next meeting agenda for clarification but accepted in principle.	CC/JS CC/DC	June
4.	Chair’s Report Social and community development activities – No progress to report but JB will outline the schedule of works which will continue with the refurbishment of the		

	<p>shed inside and out to provide internal space for such activities</p> <p>AGM – discussion took place around a format if we need to hold the AGM online in September. JB had provided CC with a format from a charity he has been involved with long term and said it worked well. Elections can be held via polls on webinar and OD had some experience of this from his councillor role and could advise on this method. Reports are circulated in advance for noting. Accounts are presented for ratification. Devices could be used on certain versions of Zoom to express views and opinions. Invitations to attend are sent by email. Questions or AOB's are required to be sent in advance. The decision by which we would need to decide would be by the July meeting to allow for preparation and we will put this on June.</p>		
5.	<p>Secretary's Report</p> <p>Applications for Structures.</p> <p>Applications received: HL 5A – polytunnel. – Discussed and approved – meets all requirements...</p>	CC to inform plot holder	Immediate
6.	<p>Treasurer's Report –</p> <p>Rent Book and Rent Collection – all up to date. Both sites fully let. Membership numbers will be updated to the NAS for liability insurance. Children under 18 years of age accessing the site are under the stewardship of their parents and it is their responsibility. Our liability cover takes effect from 18yrs of age – adulthood.</p> <p>Update on financial position The Association is in a strong and stable financial position and the plot deposits are held in a separate account for security. Club account has £5k balance and high volumes of stock for which we will get financial return with low profit margin. Anticipated no big orders will be required in near future.</p> <p>Recent expenditure Expenditure continues for the refurbishment of the Shed. A fridge and heater have been donated for the club room and will make it more friendly to use in all weathers.</p> <p>Other areas for noting</p> <ul style="list-style-type: none"> • HL Waterless toilet – HL site Kingston Road area – no news from SWW bid • HL The Shed refurbishment - Electrical works delayed, new contractor being sought. Plasterer being approached for remaining work in main area. Remaining rubbish to be removed so external walls can be painted. • HL Accessible raised beds –Bid prep to follow as soon as capacity allows. 	<p>JB</p> <p>JB</p> <p>JC/JB</p> <p>JB</p>	<p>June 2021</p> <p>June 2021</p> <p>June 21</p> <p>July 21</p>

7.	<p>Maintenance</p> <ul style="list-style-type: none"> • HL –new padlocks to be sourced to replace faulty locks. Problems with locking and unlocking some gates on HL site, potentially compromising security, to be investigated – specifically gates 7 and 8. Further feedback required • External maintenance of shed – window requires replacing and the outside painted. To be coordinated. • PL – Site map to be reviewed and discussed on site 2/6/21 • HL – meeting with contractor Trees and scenes held 18/6/21. 5 days labour already paid for, materials needed for works will be extra and sourced from management account. HL232 will have bramble area next to hedge improved. Behind plot by store will be prepared for wildlife area, pond scrapped out and lined, post and rail guard erected with signage of use and discouraging tipping. No funds will be used this year for further clearance of rubbish. Chippings bins on 3 locations – gate 8 , gate 12 and near 107 – all on HL. Parking area prepared and shuttered back by Arthurs Pass. • Next year path behind HL plots from HL7 onwards will be extended to complete path. • The above schedule is part of the ongoing improvement plan. • Water metre readings – taken. 	<p>JB/DC</p> <p>SS/JB</p> <p>CP/JB</p>	
8.	<p>Site Co-ordinators report</p> <p><i>Pound Lane</i></p> <ul style="list-style-type: none"> • Toilet tap problem resolved • Work to improve closure of main gate – solution in place. • 3 Plots of concern being monitored. • Noticeboard waiting to be put up on legs and into use as needs to be freestanding • Some money and TA being held from new tenant – to be passed to JB • Discussion held about access to both sites if accidents occur. All risk cannot be mitigated and managed was recognised. Further discussion about security versus ease of access, keyholders/responders required. To go forward on agenda. JB acknowledged it will need to be recognised on risk register. CC will review NSALG guidance and feedback. <p><i>Hamilton Lane</i></p> <ul style="list-style-type: none"> • 1 plot tenant in process of being terminated due to neglect and non-use. • 2 require letters due to lack of cultivation and weediness 	<p>CP</p> <p>CP/CC</p> <p>CP</p> <p>CC/JJ</p>	

