

Exmouth & District Allotment Association Committee Meeting

MINUTES

Venue: Jesse Collings Room
Date: Wednesday 19th June 2024
Time: 6:30-8:30pm
Attendance: Cheryl Chessum, Jan Wells, Mike Hawkins, Janet Cuff, Julia Jacobs, Mayor Olly Davey, Annie Goodman, Stewart Shram,

Apologies: Carolyn Priest
Absent:

Chair: Cheryl Chessum

Committee Secretary: Jan Wells

		ACTION BY WHOM	ACTION BY WHEN
1.	Welcome and Confidentiality Statement and declarations of conflicts of interest No conflicts of interest declared.	CC	
2.	Minutes of the Last Meeting The Minutes of the Committee Meeting held on 15 th May 2024 were accepted as a true and accurate record. A pdf version can now be published on the website.	JJ/JC JJ/JC	End of June 2024
3.	Matters Arising from last meeting <ul style="list-style-type: none"> • Adapted beds. The compost for the adapted beds has been delivered and is now in use. 5 of the adapted beds are in use, only 1 is currently vacant • Arthur's Pass. Following agreement on the design, CC will obtain a quote from Devon Signs for the signage. • Australian Flatworms. Despite no more sightings being reported, it is apparent from informal discussions with plot holders that flatworms are still being found on plots across the HL site. • PL039 CC reported that a copy of the formal letter regarding this plot is now on record • Money Laundering directive notification. The EDAA has received notification from the National Allotment Association of a requirement for all unincorporated associations such as allotment associations to register with HMRC and make changes to how they are governed appointing trustees. Lisa Bowman (Town Clerk) is continuing to look into this matter. • Tenancy Agreement rent figures. JC raised concerns about the rent values used on the TAs as these may change over the lifetime of a tenancy. It was agreed to leave these as they stand at the moment. 	CC CC	17/7/2024 Ongoing

<p>4.</p>	<p>Chair's Report</p> <ul style="list-style-type: none"> <p>Rules revision for consideration CC asked that all committee members review the amended rules and email any further changes to her before the next meeting. The rules will be ratified by the committee at July's meeting before being sent to the next full Town Council Committee meeting for final sign-off.</p> <p>Termination of tenancy. (HL218A) A long neglected plot with a history of poor management was discussed as a possible termination of tenancy. The plot in question has a bad rat problem in the polytunnel and is untidy and uncultivated. JJ/CC will take another look at the plot this week as it is believed there may have been some activity on the plot very recently. If no work is evident the plot holder will be sent a notice of a possible formal letter of termination.</p> <p>AGE UK fund raising proposal. AGE UK (who currently rent several of the adapted beds at HL) are selling 'Pony Poo' to raise money for gardening equipment. They have asked if the EDAA will promote the initiative through putting up posters and sending out information in their news bulletin. There was agreement in principle, although future details about the logistics of the sale are required.</p> <p>Bank from Gate 2 – management required. An ongoing maintenance program is required for the bank that leads from Arthur's pass to the Gate 2 exit. The vegetation on the bank has become overgrown and is now affecting visibility when pulling out onto the road. It is also causing problems for plot holders along the route as car owners are driving across the end of plots to avoid the overgrowth on the other side of the roadway. J Singleton and Shane have assessed the issue and Shane has estimated that the bank can be fully restored with 2 days' work (to be taken from the annual maintenance contract). The work was agreed by the committee and will possibly commence on 8th July. It was further agreed that twice yearly maintenance of the bank was required going forward.</p> <p>SS suggested that the pedestrian sign at Arthur's pass may need to be moved.</p> <p>INY judging day 25th July. The adapted beds and beginners' Veg course have been entered for this year's judging.</p> 	<p>All</p> <p>CC/JJ</p> <p>CC</p> <p>CC/JC</p>	<p>Before 14/7/24</p> <p>17/7/24</p> <p>17/7/24</p> <p>17/7/24</p>
<p>5.</p>	<p>Secretary's Report Applications for Structures.</p> <ul style="list-style-type: none"> <p>PLO37 . Application to keep chickens. A suitable structure is already on the plot and the plot holder has previous experience of keeping chickens. The application was approved.</p> 		

<p>6.</p>	<p>Treasurer's report</p> <ul style="list-style-type: none"> • Management account: £32,068 • Club account: £5,964 • Instant access deposits account: £14,365 <p>Major items of expenditure:</p> <ul style="list-style-type: none"> • May water bills • Mr Shift-It <p>The current accounting year will finish on 30th June 2023. As the EDAA'S previous accounts auditor Mark Hazel, Sovereign Accounts has retired, John Barwick has agreed to review the accounts this year and is eligible due to banking qualifications and experience. His permanent election to this role will require ratification at the AGM.</p>	<p>CC</p>	<p>AGM 2024</p>
<p>7.</p>	<p>IT report.</p> <p>No IT updates to report.</p> <p>SS will take a look at the CCTV equipment, as the images are not currently showing on the screen.</p> <p>SS to review edit access to the rent book.</p>	<p>SS</p>	<p>17/7/2024</p>
<p>8.</p>	<p>Maintenance</p> <p>Pound Lane</p> <ul style="list-style-type: none"> • A tenant is providing a paid strimming/tidying service at PL. where required. Fee paid has parity with strimming fee at HL. <p>Hamilton Lane</p> <ul style="list-style-type: none"> • The gateposts on gate 4 need to be repositioned and the gate height needs to be set higher. As this can't be done until the winter, it was decided that the gate may need to be padlocked shut until the repair can be affected. This will be done after a news update has been sent out, informing plot holders of the closure • Vegetation around Gate 10 requires cutting back • A newsletter from the NAS highlighting new government rules around hedge cutting was reviewed. Our current hedge maintenance schedule is in line with the requirements or meets the exception criteria outlined 	<p>CC</p> <p>CC/JJ</p>	<p>17/7/2024</p> <p>17/7/2024</p>
<p>9.</p>	<p>Site Coordinator's report</p> <p>Pound Lane</p> <ul style="list-style-type: none"> • There may be an issue with Gate 2 – CP will investigate further • 5 vacant plots, 2 on the waiting list • CP will undertake a second round of plot reviews shortly <p>Hamilton Lane</p> <ul style="list-style-type: none"> • HL190 is due a deposit return 	<p>CP</p> <p>CP</p> <p>JC</p>	<p>17/7/2024</p> <p>17/7/2024</p> <p>17/7/2024</p>

	<ul style="list-style-type: none"> HL202B still has tyres on site and has not replied to an email. A formal letter will be sent to the plot holder in near future. HL191B has built a concrete patio on their plot. A rule amendment is required to explicitly state that no plot holder can use concrete for any feature/construction. Plot holder to be contacted. 4 vacant plots, 30 on the waiting list HL176 – 2nd formal letter will be sent due to continued lack of cultivation. Further 6 week review agreed. HL92a/ HL92b – letter of concern will be sent due to poor state of plots. 	CC	17/7/2024
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10.	Any Other Business <ul style="list-style-type: none"> NAS List accuracy. JW raised concerns about the NAS enrolment process, particularly regarding opting in plot holders to the liability insurance element of NAS membership. This will be added to next month's agenda so a more comprehensive discussion can take place 	CC	17/7/2024
11.	Date and time of next meeting Wednesday 17th July 2024 – 6:30pm – 8:30pm Venue: Jesse Collings Room	All	