

Exmouth & District Allotment Association Committee Meeting

MINUTES

Venue: Jesse Collings Room
Date: Wednesday 19th July 2023
Time: 6:30-8:30pm
Attendance: Cheryl Chessum, Julia Jacobs, Jan Wells, Janet Cuff, Mike Hawkins

Apologies: Annie Goodman, Carolyn Priest, Stewart Shram, Mayor Olly Davey
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 None declared.	CC	
2.	Minutes of the Last Meeting The Minutes of the Committee Meeting held on 21 st June 2023 were accepted as a true and accurate record. A pdf version can now be published on the website.	JJ/JC JS/CC	End of July 2023
3.	Matters Arising from last meeting. <ul style="list-style-type: none"> • Toilet Shed on PL site. CP has recruited a PL plot holder to re-varnish the toilet shed at a rate of £10 per hour. • AGM. St John's Hall has been booked from 13:30 on Saturday 14th October for the AGM. The meeting will run from 14:30-16:00. JJ will organise refreshments. CC will inform plot holders via the news email. • Defibrillator request. The committee has received a request from an HL plot holder to have a community defibrillator on site. Angela Broadberry's email regarding an on-site defibrillator will be circulated to committee members for consideration and tabled for the next committee meeting in August. • Site maintenance. Site meetings have taken place with Shane (Trees and Scenes) at both PL and HL. Currently awaiting costings and timetable of works. • Weedkiller damage to shared path at PL. The plot holder concerned has been issued with a final written warning for causing damage to the shared path • Available plots. A number of plots are likely to become available shortly at HL. These include: HL127, HL55B, HL23 and HL92B. HL92A remains a plot of concern. • Membership cards for Exmouth Garden Club. The membership cards have been designed and are awaiting printing. 	CP/JC JJ/CC All JC JJ JC	16/8/23 16/8/23 16/8/23 16/8/23

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. Job descriptions were circulated and discussed. Further discussion took place regarding the number of honorarium positions. It was proposed that the following positions should merit an honorarium: Chair, Administrator, Treasurer, IT Support manager, Shop manager HL, Shop manager PL, Site coordinator HL, Site coordinator PL, Site maintenance manager <p>It was further agreed that the total honorarium fund should be a percentage of EDAA income. JC will calculate the income for the coming financial year and the percentage allocated to honoraria will be discussed at the next committee meeting with a view to putting this to the vote at the October AGM.</p> <ul style="list-style-type: none"> Rent tariff review for new tenants. The rental year begins on 1st January each year. It was agreed that new tenants taking on plots on or after 1st July will be charged 50% of the annual rental fee for the remainder of the current year. 	ALL	16/8/23
5.	<p>Secretary's Report Applications for Structures. HL107a Application for Greenhouse - APPROVED</p>	JJ	
6.	<p>Treasurer's Report – Update on financial position</p> <p>Club account: Recent expenditure</p> <p>New quality brass tap keys have been purchased for re-sale in the shop. It was suggested that the old keys that no longer fit the taps could be taken to Baker's yard in Exeter.</p> <p>An order for shop stock has been placed with Loach – value £1200</p> <p>JC reported that stock inventory is running at around £7000 for HL and £4000 for PL. It was suggested that stock that isn't selling well at PL should be returned to HL</p> <p>Management Account: Recent expenditure</p> <p>Asbestos removal from HL site by Barry Olds – cost £500</p> <p>Future expenditure:</p> <p>August's water bill is expected to be high due to the hot dry weather in June. Bath and waste removal from HL site from neglected and previous tenants</p>	JC/CC	16/8/23
7.	<p>IT report</p> <p>Deferred until next meeting as SS not present</p>	SS	

8.	<p>Maintenance</p> <p>PL and HL site visits have taken place with Shane (Trees and Scenes). The main cycle of works will commence in February 2024. A small number of ad-hoc tasks, that will not disturb nesting/breeding wildlife. will take place over the next month or so.</p>		
9.	<p>Site Coordinator's report</p> <p>It was agreed that prospective new tenants should not be allowed to state the specific plot they would like to rent. The waiting list is run on the basis that the next available plot is offered to the person at the top of the waiting list.</p> <p>Pound Lane.</p> <ul style="list-style-type: none"> • Deferred <p>Hamilton Lane</p> <ul style="list-style-type: none"> • A longer chain is required on Gate 4 to allow it to be securely locked • A dripping tap adjacent to HL179/180 requires attention 	JJ/CP/CC	
10.	<p>Any Other Business</p> <ul style="list-style-type: none"> • Jesse Collings room: Dawn Witkiss has asked the committee for permission to use the Jesse Collings room for a seed sale in aid of the Exmouth Scouts/Beavers Groups. All present supported the request. • Naturalistic beekeeping request using a top bar hive: The committee has been contacted by an experienced beekeeper keen to set up a top bar hive on an allotment plot. This would require a current plot holder to give permission for the hive to be on their plot. After much discussion it was decided that this would constitute the sub-letting of a plot which is not permissible within the EDAA rules. The request was therefore declined. 	CC	
11.	<p>Date and time of next meeting</p> <p>Wednesday 16th August 2023 – 6:30pm – 8:30pm</p> <p>Venue: Jesse Collings Room</p>	All	