

Exmouth & District Allotment Association Committee Meeting

MINUTES

Venue: Jesse Collings Room
Date: Wednesday 19th July 2024
Time: 6:30-8:30pm
Attendance: Cheryl Chessum, Jan Wells, Mike Hawkins, Janet Cuff, Julia Jacobs, Annie Goodman, Carolyn Priest

Apologies: 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 No conflicts of interest declared.	CC	
2.	Minutes of the Last Meeting The Minutes of the Committee Meeting held on 19th June 2024 were accepted as a true and accurate record. A pdf version can now be published on the website.	JC/MH JJ/JC	End of July 2024
3.	Matters Arising from last meeting <ul style="list-style-type: none"> • Termination of tenancy (HL218a) Following the receipt of a formal letter, CC reported that the plot holder on HL218a decided to end their tenancy. The plot has now been re-let. • Bank management approaching Gate 2 at HL. The work outlined in June’s minutes has now been completed. • Money Laundering directive. J Barwick has kindly agreed to look at the money laundering and HMRC registration requirements that have been sent out via the NAS. He has significant experience in charity administration and related financial matters. 	CC	21 st August 2024
4.	Chair’s Report <ul style="list-style-type: none"> • Rules revision for consideration The rules will be ratified by the committee at August’s meeting before being sent to the next full Town Council Committee meeting for final sign-off. • NAS changes to membership, data collection and liability insurance The NAS have recently updated their website and installed a new membership database. JW/CC distributed several documents in advance 	All	21 st August 2024

	<p>of the meeting explaining the changes and work the EDAA need to undertake to comply with the new requirements.</p> <p>The main NAS changes are:</p> <ul style="list-style-type: none"> • There is no longer one general sign-on ID for each association to access the member’s area. Instead, every member will have an individual sign on. This requires that every member has a unique email address as this is the ‘key’ identifier on their database. We currently have over 150 plots (around 350 members) who do not have a unique email address. • Each association will administer their affiliate members on the NAS database. JW has sign-on permissions and is able to add, edit and delete members from the NAS database. • In order to benefit from the free personal liability insurance that comes with NAS membership, each member must specifically opt in to this benefit. This is to acknowledge that the member is aware of the policy and its limitations and because their details will be sent to a third party provider in the event of a claim. <p>The following actions and timescales were agreed at the meeting:</p> <ul style="list-style-type: none"> • From 1st August all new TA’s will include a statement that NAS membership is a mandatory requirement of tenancy for all plot holders. The EDAA will continue to encourage all plot holders who have regular help from friends or other family members to register them as additional members so they can benefit from the NAS membership benefits including liability insurance • From 1st August the following additional documentation will be sent out to new tenants along with their TA : <ul style="list-style-type: none"> - NAS liability insurance policy summary - An explanatory letter about NAS benefits and how to log into the member’s area - An NAS membership details data collection form which requires individual contact details and opt-in for liability insurance • From 1st August, CC will send out a weekly batch of emails to existing tenants who need their details updated on the new NAS database. One batch of 10 emails will be sent each week, with the aim of getting the database in good order for rent renewals in January 2025. Recipients will be asked to reply within 14 days. A second follow-up email will be sent if no reply is received. If there is a failure to provide the information after a further 7 days, the plot holder will be informed that their NAS membership benefits may be affected for the duration of the year. JW will add/edit the information on the rent book and NAS database. • JW will contact the NAS to find out if membership fees are going up in the near future. 	<p>1st August 2024</p> <p>1st August 2024</p> <p>1st August 2024 ongoing</p> <p>22nd July 2024</p>	<p>CC/JJ/CP/ JW/AG</p> <p>CC/JJ/CP/ JW/AG</p> <p>CC/JW/AG</p> <p>JW</p>
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	<ul style="list-style-type: none"> JW has asked SS to add two new blank sheets to the rent book as she does not have the permissions to do this. These are to hold additional members contact details for HL and PL. CC will inform plot holders of the impending NAS changes in the July update sent out to all EDAA members, so they will be aware that they could receive an email asking for additional information. It was agreed that plot coordinators and their deputies can hand out hard copies of the NAS membership details data collection form to new tenants, but it is important for GDPR reasons, that any returned forms are in a sealed envelope or emailed directly to the EDAA. JW will contact the NAS to ask how they can process members who do not have an email address. JW will send CC a spreadsheet containing all current EDAA NAS members details (including plot numbers). This will be used to manage the updating process. 	<p>End of July 2024</p> <p>End of July 2024</p> <p>Ongoing from 1st August 2024</p> <p>End of July 2024</p> <p>End of July 2024</p>	<p>SS/JW</p> <p>CC</p> <p>JJ/CP/AG</p> <p>JW</p> <p>JW</p>
5.	<p>Secretary's Report Applications for Structures.</p> <ul style="list-style-type: none"> HL 237B. Application for polytunnel. The structure will be installed by professional tradespeople. Application approved pending final site visit by JJ. 	JJ/CC	21 st Aug 2024
6.	<p>Treasurer's report</p> <ul style="list-style-type: none"> The end of year accounts are currently being compiled Mark Hazel, the independent accounts examiner used by the EDAA, has now retired and is unable to examine the end of year accounts. As an interim measure, the committee agreed that John Barwick (JB), who has the requisite financial and banking qualifications, will examine the accounts for this financial year. JB has extensive previous experience in this role and has an in-depth knowledge of the financial workings of the EDAA. JB's position. as accounts examiner going forward, will be put to the members at the next AGM. Major items of expenditure – none to report Club account. A stock take was undertaken at the end of June. A stock order (in the region of £2000) will be placed shortly. 	<p>JC</p> <p>CC</p> <p>JC</p>	<p>21st August 2024</p> <p>AGM 2024</p> <p>End of July 2024</p>
7.	<p>IT report.</p> <ul style="list-style-type: none"> GDPR requirements re NAS and data holding by the EDAA will be added to the agenda for next month's meeting 	SS/CC	21 st August 2024

8.	<p>Maintenance</p> <p>Pound Lane</p> <ul style="list-style-type: none"> • Gate 2 has been repaired • Gate 4 – issue with the padlock. CP will investigate further <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 needs 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 	CP CC	21 st August 2024 End of July 2024
9.	<p>Site Coordinator's report</p> <p>Pound Lane</p> <ul style="list-style-type: none"> • CP will send out an email to PL plot holders outlining the rules on wildlife areas within plots. There is an issue with some tenants leaving extensive areas of long grass. • CP will send out an email to PL plot holders regarding the state of the toilet block, which has been left in a poor state recently. A message will also be put on the wall in the toilet facility. • 7 plots vacant, 4 on the waiting list <p>Hamilton Lane</p> <ul style="list-style-type: none"> • HL202B still has tyres on site and has not replied to any emails. A formal letter will be sent to the plot holder • 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. • HL100 requires monitoring • The tenants of HL92A and HL92B have each been sent a formal letter of concern regarding the state of their plots. 	CP CP CC CC CC/JJ CC	21 st August 024 21 st August 2024 21 st August 2024
10.	<p>Any Other Business</p> <ul style="list-style-type: none"> • Possible Asian Hornet sighting – B C onHL60 has reported being stung by a large aggressive insect in the HL car park. He believes it was an Asian Hornet. As a precaution CC will purchase some hornet traps and discuss the incident with the APHA inspector. • Bee sting incident. The tenant on HL23 and her dogs were harassed and stung by a number of bees on her allotment plot. This happened 3 weeks ago. The tenant reports she received around 40 stings and was hospitalised for 4 hours. There is a beehive nearby which is due for a APHA European Foulbrood inspection tomorrow. Advice will be sought. • Meeting closed: 20:40 	CC CC	21 st August 2024 18 th July 2024
11.	<p>Date and time of next meeting Wednesday 21st August 2024 – 6:30pm – 8:30pm Venue: Jesse Collings Room</p>	All	