

Exmouth & District Allotment Association Committee Meeting

MINUTES

Venue: Jesse Collings Room
Date: Wednesday 20th September 2023
Time: 6:30-8:30pm
Attendance: Cheryl Chessum, Carolyn Priest, Jan Wells, Janet Cuff, Mike Hawkins, Annie Goodman, Julia Jacobs, Mayor Olly Davey

Apologies: Stewart Shram
Absent:

Chair: Cheryl Chessum

Committee Secretary: Jan Wells

ACTION BY WHOM	ACTION BY WHEN
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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 16 th August 2023 were accepted as a true and accurate record. A pdf version can now be published on the website.	MH/JC JS/CC	End of Sept 2023
3.	Matters Arising from last meeting. <ul style="list-style-type: none"> • Toilet Shed on PL site. The re-varnishing of the toilet shed is underway. 10 hours of work have been completed so far, with a further 4/5 hours anticipated to complete the job. • Defibrillator request. Details of the defibrillator project were sent to plot holders via the EDAA newsletter. No-one has come forward wishing to take this project forward, so until resources can be identified the project will be put on hold. It was mentioned that Tommy's fund could be a possible funding source. • Weedkiller application to road/turning circle at PL. It was confirmed that the weedkiller application at PL had been included in Trees and Scenes work schedule. Shane completed this task in early September, but unfortunately it rained soon after the application, so will need to be done again. • Gate 8 Path. At last month's meeting it was decided that the gate 8 path (plots 2-11) could be soiled and re-seeded as part of this year's maintenance schedule. CC raised the issue of ongoing maintenance of the path once the grass seed has taken. The question is: Should this be down to the plot holders in the gate 8 vicinity or part of the communal strimming schedule? Yet to be decided. • Kingston Road – planned work. MOD asked how many parking spaces would be available if the full renovation project went ahead at Kingston 	CP/JC CC	18/10/23 18/10/23

	<p>Road. CC estimated a total of six.</p> <ul style="list-style-type: none"> • Exmouth Food Bank. 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> 	CC	18/10/23
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. In previous committee meetings, job descriptions have been discussed, honorarium positions agreed and most recently, award values assigned to each position. All awards and positions are provisional pending presentation and sign-off at October's AGM. <p>The proposed Honoraria positions and awards were ratified and agreed upon by all members of the committee. It was recommended that going forwards, honoraria are reviewed on a bi-annual basis, with the next review being for payment in March 2026.</p> <p>MH (as President of the EDAA) will present a case for the review of the honoraria at October's AGM. In addition, MOD will state the case from the Town Council's perspective.</p> <p>MH praised the work of the committee and commented on the massive improvements to the sites that have been undertaken in the last few years. He noted the dedication of committee members as they strive to make Exmouth allotments a safer and more attractive place in which to work.</p> <ul style="list-style-type: none"> • Planning for the AGM <p>A reminder will be sent out to members regarding the AGM on the 14th October. It will be a shorter meeting than previous events due to the AGM being re-aligned with the new financial year end dates. The agenda will cover the following: Chair/Secretary's report, Treasurer's report, Honoraria positions and awards, Site coordinator's report.</p> <p>JJ sent her apologies as she is unable to attend the AGM.</p> <p>JJ will produce pictures to put out in the hall showing some of the work undertaken by committee members including the clearing of rubbish, baths and asbestos.</p> <p>A volunteer is required to organize refreshments at the AGM. JW will take minutes at the meeting</p>	<p>MH/MOD</p> <p>CC</p> <p>JJ</p> <p>CC</p> <p>JW</p>	<p>14/10/23</p> <p>1/10/23</p> <p>13/10/23</p> <p>13/10/23</p> <p>14/10/23</p>

	<p>Secretary's Report Applications for Structures. Application for a poly tunnel on PL49a (15ft x 10ft) – Approved. The applicant has 12 months in which to put up the structure. Failure to do this will require re-application.</p>	CP	
6.	<p>Treasurer's Report – The treasurer presented the draft budget and accounts for the financial year ending 30th June 2023 (18 months). The accounts are currently being assessed by an independent accountant prior to presentation at the October AGM.</p> <p>Draft Budget The budget showed a projected income of £33,427 against projected outgoings of £32,498, leaving a positive net income of £929 for the year.</p> <p>Management Account 2022/2023 Total income for the accounting period was £38,187 against outgoings of £38,381, leaving a net deficit (after interested added) of £95 for the accounting year.</p> <p>Club Account 2022/2023 Trading profit for the period (1/7/22-30/6/23) was £3464. After expenses of £2284, this left a profit of £1180. Shop closing stock as at 30/6/23 was £8653.</p> <p>In summary, total EDAA assets including cash and shop stock stood at £66,794 on 30th June 2023</p> <p>Reserve account The reserve account currently stands at £14,181. £1194 extra deposits need to be transferred to cover the period to the end of June, a further £990 needs to be transferred for deposit made since 1st July.</p> <p>Major items of expenditure National Allotment association – additional memberships £42 Tap repair - £45 Further rubbish clearances required from both PL/HL. A tyre clearance is required from HL. JJ to coordinate with CC.</p>	JC	14/10/23
7.	<p>IT report SS was not able to attend the committee meeting so the following actions will carry over:</p> <ul style="list-style-type: none"> SS stated that boosters need to be installed in the Jesse Collings room to increase the wifi speed. 	SS	18/10/23

	<ul style="list-style-type: none"> The HL CCTV system requires setting up. SS confirmed that it can be configured to allow remote access from a mobile phone. It was felt it would be very useful. SS will help CC set-up dual OneDrive access so two OneDrives can be run in parallel. This is essential for accessing EDAA documents. JJ asked if SS could order the pedestrian walkway signs for Arthur's pass (discussed at the June EDAA committee meeting) 	SS SS/CC SS/JJ	18/10/23 18/10/23 18/10/23
8.	<p>Maintenance</p> <p>Pound Lane</p> <ul style="list-style-type: none"> CP requested a site visit with CC to look at the paths across the site Some work has been done on dripping taps. Chris Witkiss has repaired one and a second one, that required urgent attention, has been fixed by a plot holder. The latter has a turning head, which can remain in place unless problems develop with it being left running. <p>Hamilton Lane</p> <ul style="list-style-type: none"> Work is planned on plot 55B to remove the dilapidated compost bins so it can be re-let. 	CC/CP JJ	18/10/23 18/10/23
9.	<p>Site Coordinator's report</p> <p>Pound Lane.</p> <ul style="list-style-type: none"> Working parties will begin at the end of October The trees have been ordered for the community orchard at PL On a positive note – all gates are being regularly locked. <p>Hamilton Lane</p> <p>Formal plot inspection will take place in October – plot holders will be notified via the newsletter.</p>	CP CC/JJ/CP	November 2023
10.	<p>Any Other Business</p> <ul style="list-style-type: none"> Pigeon loft request. A plot holder on Kingston Lane has asked for permission to keep pigeons on his plot. EDAA rules do not support this recreational activity, so permission has been declined. 	CC	18/10/23
11.	<p>Date and time of next meeting Wednesday 18th October 2023 – 6:30pm – 8:30pm Venue: Jesse Collings Room</p>	All	