

## Exmouth & District Allotment Association Committee Meeting

### MINUTES

**Venue:** Jesse Collings Room  
**Date:** Wednesday 21<sup>st</sup> August 2024  
**Time:** 6:30-8:30pm  
**Attendance:** Cheryl Chessum, Jan Wells, Mike Hawkins, Stewart Shram, Councillor Olly Davey, Paula Griffiths

**Apologies:** Janet Cuff, Julia Jacobs, Annie Goodman, Carolyn Priest  
**Absent:**

**Chair:** Cheryl Chessum

**Committee Secretary:** Jan Wells

		ACTION BY WHOM	ACTION BY WHEN
1.	<p><b>Welcome and Confidentiality Statement and declarations of conflicts of interest</b>                      No conflicts of interest declared.                      CC welcomed Paula Griffiths (PG) to the meeting and introduced her to the committee members. Paula is interested in joining the EDAA committee.</p>	CC	
2.	<p><b>Minutes of the Last Meeting</b>                      The Minutes of the Committee Meeting held on 17<sup>th</sup> July 2024 were accepted as a true and accurate record.                      A pdf version can now be published on the website.</p>	MH/JW  CC	End of Aug 2024
3.	<p><b>Matters Arising from last meeting</b></p> <ul style="list-style-type: none"> <li>• <b>Bank management approaching Gate 2 at HL.</b> The work outlined in June’s minutes has now been completed. Ongoing management of this area will now revert to a maintenance cycle to include a summer trim and clear.</li> <li>• <b>Money Laundering directive.</b> CC met with John Barwick (JB) to discuss the money laundering and HMRC registration requirements that have been sent out via the NAS. It is likely that the EDAA will fall under the jurisdiction of this requirement. In addition, the 2005 legal agreement between EDAA and the Town Council regarding the running of the allotment sites probably needs to be reviewed and updated according to L Bowman. CC will arrange a meeting with Town Clerk and JB to discuss implications.</li> <li>• <b>Hornet Traps.</b> CC has ordered two Asian Hornet traps following a report from a plot holder that they had been stung by an Asian Hornet. There have been no further sightings/incidents and according to the APHA inspector, there is no record of any nests being found in the Exmouth area at the present time. The traps will be deployed as a precautionary measure.</li> </ul>	CC  CC	18 <sup>th</sup> Sept 2024  18 <sup>th</sup> Sept 2024

	<ul style="list-style-type: none"> <li>• <b>Bee sting incident.</b> Two hives have removed from the HL site and relocated after a plot holder and her dogs were stung multiple times. All beekeepers on the site have been informed of the incident and made aware of their responsibilities as beekeepers.</li> </ul>		
<b>4.</b>	<p><b>Chair's Report</b></p> <ul style="list-style-type: none"> <li>• <b>Rules revision for consideration</b> After a few minor re-wording changes, the rules revisions were agreed by the committee. The rules will be sent to the next full Town Council Committee meeting for final sign-off.</li> <li>• <b>NAS changes to membership, data collection and liability insurance</b> <ul style="list-style-type: none"> <li>• JW updated the meeting on progress with the new NAS database. We currently have 596 members on the database and JW has been working her way through each entry to try and ensure the personal data is correct and duplicate email addresses eliminated. The NAS have made a number of additional changes to the database/processes which has made the task less arduous than initially anticipated. JW has sent CC a list of outstanding queries that need addressing.</li> <li>• SS will add two additional pages to the rent book to hold the NAS database information. (which includes additional members details)</li> <li>• JW will send SS/CC copies of the NAS liability insurance documents as we need to ensure that all NAS members are aware of the policy limitations and data protection policy.</li> </ul> </li> <li>• <b>John Patrick recognition</b> <ul style="list-style-type: none"> <li>• For many years, John has been a long serving and valued member of the allotment community in Exmouth. As well as being a renowned allotmentee, particularly in the field of Dahlia growing, John has also contributed towards the running of the allotments with time spent on the management committee and working in the allotment shop. CC asked if the EDAA should, in some way, formally recognize the contribution he has made to Exmouth Allotments as he is shortly ending his tenancy due to ill health.</li> <li>• Committee members were asked to consider if formal recognition was appropriate for plot holders who had made a significant contribution to the association over the years, and if so, what shape that recognition should take. The item will be re-agendered for next month's meeting.</li> </ul> </li> </ul>	<p>CC/COD</p> <p>JW/CC</p> <p>SS</p> <p>JW</p> <p>All</p>	<p>18<sup>th</sup> Sept 2024</p> <p>18<sup>th</sup> Sept 2024</p> <p>18<sup>th</sup> Sept 2024</p> <p>18<sup>th</sup> Sept 2024</p> <p>18<sup>th</sup> Sept 2024</p>
<b>5.</b>	<p><b>Secretary's Report</b> <b>Applications for Structures.</b></p> <ul style="list-style-type: none"> <li>• HL231 Application for shed extension. Approved</li> <li>• PL48 Application for small polytunnel (2 x 2.5m) Approved subject to confirmation that anchoring will be secure to withstand the windy conditions regularly experienced on-site.</li> </ul>	JJ/CP	18 <sup>th</sup> Sept 2024

6.	<b>Treasurer's report</b> CC briefly updated the meeting as JC unable to attend. <ul style="list-style-type: none"> <li>• <b>Major items of expenditure</b> <ul style="list-style-type: none"> <li>- Invoice from Trees and Scenes for Gate 12 work completed earlier in the year (£1500)</li> <li>- Quarterly water bills due shortly.</li> </ul> </li> </ul>		JC
7.	<b>IT report.</b> <ul style="list-style-type: none"> <li>• <b>Archived paperwork.</b> It was agreed that much of the paperwork currently kept by the EDAA was no longer necessary – this includes old tenancy agreements, past minutes and other documents. The paperwork needs to be sorted and destroyed in an appropriate manner – shedding /commercial waste disposal. A date will be set, later in the year, to tackle this task.</li> <li>• <b>Exmouth Allotments Facebook Group.</b> SS has taken over as administrator of the Facebook group. There are currently 359 members of the group and SS is currently checking that they are all valid members as the group is a closed community. Going forward all content will be moderated before being displayed on the site.</li> </ul>	CC/SS  SS	Send of Dec 2024  ongoing
8.	<b>Maintenance</b> <b>Pound Lane</b> <ul style="list-style-type: none"> <li>• No report</li> </ul> <b>Hamilton Lane</b> <ul style="list-style-type: none"> <li>• The common spare gate padlocks are now in very short supply so an alternative solution will need to be sought in the near future.</li> <li>• The concrete step at Gate 7 has been damaged and cracked down the centre. SS suggested tying a product called 'rock solid' to repair it.</li> </ul>	SS/CC	18 <sup>th</sup> Sept 2024
9.	<b>Site Coordinator's report</b> <b>Pound Lane</b> <ul style="list-style-type: none"> <li>• No report</li> </ul> <b>Hamilton Lane</b> <ul style="list-style-type: none"> <li>• JJ to meet with plot holders of HL106 A/B to confirm the location of the pathway between the plots</li> <li>• Plot 202B has not been tended for some time and is in a poor state. The tyres are still in-situ despite the plot holder being sent several emails asking for them to be removed. A formal EOT letter will be sent.</li> <li>• Plot 149A has been requested (by email) to cut back a bay tree that is overhanging the roadway and causing an obstruction</li> <li>• HL230 has been sent a 'plot of concern' email as it is in a poor state. The plot holder has replied that they will take action over the next week</li> <li>• The final adapted bed AB 6 has been taken by AgeUK</li> </ul>	JJ  CC	18 <sup>th</sup> Sept 2024  18 <sup>th</sup> Sept 2024
10.	<b>Any Other Business</b>	ALL	

	<ul style="list-style-type: none"> <li>• <b>AGM.</b> The AGM will be held on Saturday 26<sup>th</sup> October 2024 at 2:30pm. Location: St John the Evangelist Church Hall, Withycombe Village Road, Exmouth.</li> <li>• PG completed a nomination form to join the EDAA committee. CC proposed and SS seconded a motion to co-opt PG on to the committee and was voted in unanimously by all Committee Members present .</li> <li>• Meeting closed: 20:25</li> </ul>		
<b>11.</b>	<b>Date and time of next meeting</b> <b>Wednesday 18<sup>th</sup> September 2024 – 6:30pm – 8:30pm</b> Venue: Jesse Collings Room	All	