Exmouth & District Allotment Association Committee Meeting

MINUTES

Venue: Jesse Collings Room

Date: Wednesday 15th November 2023

Time: 6:30-8:30pm

Attendance: Cheryl Chessum, Janet Cuff, Mike Hawkins, Annie Goodman, Julia Jacobs,

Apologies: Mayor Olly Davey, Carolyn Priest, Stewart Shram, Jan Wells

Absent:

Chair: Cheryl Chessum

Committee Secretary: Cheryl Chessum for Nov Mins

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1.	Welcome and Confidentiality Statement and declarations of conflicts of interest No conflicts of interest declared.	СС	
2.	Minutes of the Last Meeting The Minutes of the Committee Meeting held on 18 th November 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 Nov 2023
3.	 Exmouth Food Bank. OD gave feedback via email that surplus food is best donated to a Community Fridge rather than the foodbank and there is one sited in Littleham. CC will locate exact place and share on next news update. 42 tyres have been removed from Kingston Rd area and the plots they were removed from have been noted and photographed. This is considerable work for EDAA and involves expense so any tyres arriving on plots cleared will be subject to action with potential loss of tenancy. Clearances will be ongoing. SWW examined water meter in Gorfin Hall carpark and confirmed there was a leak on stopcock, and it would be raised as a job for SWW to repair. Feedback stated that the water loss was not being recorded on EDAA water meter so no leak refund was going to be applied to water bills. Ongoing maintenance work will be discussed with someone already identified and then feedback to next meeting. 	n cc	12/12/23
4.	Rent renewals – JC stated we are still awaiting clarification when the rent renewals webpages will be ready and released. SS and J Singleton are working together to finalise the most accurate data and JS works hard to prepare the pages for release. CC will liaise with both so dates can be released to membership in advance so they can access accurate figure for		

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	 payment by BACS or in person. In person payments can only be done in cash or by cheque as card payments all go to Club (shop) account and fees need to go to Management Account. Penalties for late or non-payment will remain the same as last year. JJ will contact newly allocated plotholders to remind them that they will need to renew in January too in case there is any confusion. JC will identify dates she will be available for members to pay in person across both sites and this will be included on the notice. CC will send out an email to the membership advising them of the rent renewal process and deadlines for payment. The letter will also ask members (and any additional members) to ensure that their name, address, email, and phone number information are correct for sending to the NAS. 	JC/CC/SS JJ CC/JC	1/12/23 1/1/24 1/12/23
	• Trees and Scenes Maintenance update. Recent communication identified some work is hoped to be completed before Christmas. Recovered pavers will be used from the old raised beds on Kingston Rd area will be repurposed to build a retaining wall on PL that needs restoration. The draining edge of HL 79 will be improved and restored. External hedge work on HL to be done including trimming of growth on oak re overgrowth which would potentially affect buses overtime even though no current complaints this will be proactive. When dates are agreed these will be shared with members. Work on Gate 7 step needed was raised as an additional job and waiting to hear about this being included and costs for it.	cc/Jc	
5.	Secretary's Report Applications for Structures. HL127B Polytunnel Application needs to provide further clarification and info re professional installation. All information proved to date seems to be consistent with rules but JJ given authority to approve application once info received. Recent approved structures now in place reviewed and amendments made to one shed as requested. All others put on site according to rules. One application for Greenhouse pending on HL site for next meeting.	11	
6.	 Treasurer's report Management Account £33k approx. mid accounting year – rental income will increase balance significantly. Budget on target. Club Account £6k approx. – always fluctuating depending on sales and income. Reserve Fund £14.2K – feedback awaited from Monmouthshire BS and Skipton BS yet to be approached. AG has contacted someone in financial services and is awaiting feedback and will remind them. Remains difficult in recent years to get interest bearing savings accounts for Clubs, Organisations and charities compared to 10-20 years ago. 	JC JC/SS/AG	17/1/24
	Major items of expenditure:	Jejssjad	17/1/24
	 £900 approx for new shop stock from Club Account re community orchard trees for PL (ring-fenced money already received from the NGS) Another rubbish clearance (by Mr Shift-it) required at PL still pending – once clarified will be authorised. 		
		JC/CP/AG	

	Rubbish clearance at HL Monday 20/11/23 organised. Non refunded		
	deposits will contribute to cost.	וו/וכ	20/11/23
7.	IT report provided by SS	25,00	
7.	 SS will install Wi-Fi extenders to improve the Wi-Fi signal in the shop/Jesse Collings room. One external and one internal in each room. Pending. The HL CCTV system is scheduled to be set up in December. SS confirmed that it can be configured to allow remote access from a mobile phone. Working party needs to be organised to put up Pedestrian walkway signs for Arthur's pass in December. Suitable posts and clips need to be ordered prior to installation. We are having some issue sending emails which are not turning up in Hotmail accounts via the mass mail that JS manages. SS has had in the past had to delist the Exmouth Allotments website from a blacklist. Microsoft have advised in the past that this can happen when someone possibly reported an email as spam, this could have been reported in error by the recipient and it can block the site from sending emails to Hotmail users. The delisting this time has worked, and Microsoft have updated some configuration their end for us. There is also a lot of junk mail coming through and to filter out those seems to be a premium feature on the web server with the service provider. There is a way to solve this and the main issue with the blacklisting for Hotmail accounts, and SS suggests putting all the emails through Microsoft 365. There is a cost of £70.56 per year. It would be a cost of one email/user account then having shared mailboxes for all the other email addresses. With Microsoft 365 there is a more comprehensive Junk mail filter which will cut out most, if not all, the junk mail that currently comes through the emails. EDAA will also get 1TB OneDrive cloud storage and SharePoint which we can then use for storage of online files such as tenancy agreements, EOTs etc. easy access to people that can be given access to view this. Also Teams comes with this and online version or Word, and Excel if it is needed. 	SS	31/12/23 01/01/24
	Agreed to proceed as recommended to improve above situation.	JC/CC	
8.	Maintenance	30,00	
	 Pound Lane Date for rubbish for clearance by Mr Shift-it ongoing. AG will liaise with CP and come back with a date to JC. Hamilton Lane Water leak at the Gorfin Hall meter point has been reported to the waterboard who have reviewed it and confirmed it is on the stopcock to the water meter and needs to be repaired by SWW and is not our cost. The wasted water is not being recorded on our meter. The 2nd tyre collection has taken place with 21 tyres being removed from Kingston Rd area. JJ and a plot holder oversaw this so thanks to Keith Richards for his help and support. The tarmac road at turn by HL165/66 IS getting flooded and worn away. Some temporary protection with a more permanent fix in the longer term 	AG/JC	31/12/23

	 is required. JJ/CC/SS will look at method and materials and discuss with committee. HL93 a/b has been reallocated and rubbish removal planned and 	JJ/CC/SS	2/12/23
	delipidated, dangerous shed being removed. HL18b is being cleared ready for re-letting in 2 weeks' time.	וו/וכ	20/11/23
9.	Site Coordinator's report		
	Outcomes of plot inspections forwarded to CC for letters to go out. Several needed as several plots need attention and renovation. Any additional details will be provided to personalise letters to issues and concerns noted. Some may lead to termination of tenancies.	сс	1/12/23
	 Plots of concern: HL153. Has been reallocated. HL128A TA needs updating as application for bees to be on HL128B not going ahead and will be placed elsewhere. Formal plot inspections have taken place and a number require letters regarding management and renovation improvements needed. CC will send letters out following inspections. Some may lead to termination of 	сс	1/12/23
	 Gate 8 has a fence post that has rotted through and cannot be closed and is at risk of collapse and needs urgent replacement. It has been reviewed and JC will approach a contractor she knows. 4 EOT'S need to be sent out by end of the month in time for rent renewals. 4 TA'S need to be sent out for reallocated plots. 	CC CC	22/11/23 22/11/23
10.	Exmouth in Bloom Awards. The presentations were attended by Joy Simpson and John Singleton on behalf of EDAA. The veg Course got the highest award of Outstanding on HL. The renovation of derelict land with replacement by a planned community Orchard on PL got the highest award of Outstanding. The wildlife plot at HL was awarded 'Thriving' and the Adapted beds got 'Establishing'. Excellent results and certificates of achievement will be framed.	сс	31/1/24
11.	• Date and time of next meeting Wednesday 17 th January 2024 – 6:30pm – 8:30pm Venue: Jesse Collings Room	All	