

Exmouth & District Allotment Association Committee Meeting

MINUTES

Venue: By Zoom
Date: Wednesday 24th November 2021
Time: 7pm- 9.00 pm
Attendance: Cheryl Chessum, John Barwick, Janet Cuff, , John Singleton, Councillor Olly Davey, Stewart Shram, Carolyn Priest, Julia Jacobs.

Apologies: Eddie Cowley, Annie Goodman, Councillor David Poor
Absent:

Chair: Cheryl Chessum.

ACTION BY WHOM	ACTION BY WHEN
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1	1. Welcome and Confidentiality Statement – Chair	cc	
2	2. Minutes of the Last Meeting The Minutes of the Committee Meeting held on October 2021 were accepted as a true and accurate record and pdf version can now be published on the website.	CC/JS	End of Nov 21
3.	Matters Arising from last meeting <ul style="list-style-type: none"> • A chain to go over the inside handle of the toilet on HL to ensure it cannot be opened from the outside has been ordered and will be fitted this weekend • Toilet instruction signs will be laminated and put up inside the toilet this week • The IYN neighbourhood award certificate has arrived with Exmouth in Bloom and will be posted out. It will be framed and put up in the community area of the shed on HL • JB is completing a bid for monies to go to the Town Council Finance Committee for humane rat killer bait traps and for money towards as programme of replacing taps across both sites as they are ageing and deteriorating. OD advised next finance meeting is in 2 months approx. 	SS JC CC JB	28/11/21 1/12/21 Dec 21 1/12
4.	Chair's Report Deferred to focus on financial matters presented by Treasurer		

	<p>Secretary's Report</p> <p>Applications for Structures.</p> <p>Applications received:</p> <ul style="list-style-type: none"> • HL102A – Application to keep chickens approved • HL102A – Application to keep bees approved 	<p>CC to inform plot holder</p>	<p>Immediate</p>
<p>6.</p>	<p>Treasurer's Report –</p> <p>The Association is in a good financial position and the Treasurer is very open to discuss any aspects of the Association's financial position which remains strong</p> <p>Rent Book – All amendments to be finalised for 1st December ready for next period of rent collection to begin.</p> <p>Update on financial position – Management Account remains in good position and amount stable at £49k approx. at time of meeting. This does not include deposits which are held in a separate account. There will be minor fluctuations relating to invoices being paid and income from new rents as a small number of vacant plots are reallocated.</p> <p>Water expenditure remains high, and we continue to be in dispute with Source for Business (SWW) due to their errors and financial mismanagement of our bills. We continue to work at water conservation – responding quickly to leaks, water barrels, policy on water collection and watering advice on website.</p> <p>There will be a small, predicted budget deficit of approx. £4580 which can be positively managed dependent on timing of expenditure.</p> <p>Recent expenditure Expenditure for work on HL hedge will be paid out in Feb 2022.</p> <p>Planned expenditure There are a number of site improvement works across both sites planned for February 2022 and it is expected that the contractor will be working on our sites for a month. These include installing chipping bins on both sites, widening Arthurs Pass, improving parking by Arthur's Pass, extending path along HL 8-11, tree work on both sites. The costs incurred identified in the budget expenditure span 2 rental incomes of £50k approx.</p> <p>The management budget for coming financial year 2022 was approved.</p> <p>Club Account This is recovering as healthy sales income from both shops continues. Revenue in Club account is bouncing back after significant expenditure. A sizeable stock order has been made and currently being priced. K G Loach have warned some costs will have risen to them from other suppliers and affect our costs so we will need to price the stock accordingly. PL stock take monthly for the reserves held on PL. Shop sales being paid for by card has been huge success on HL and will continue.</p>	<p>JB</p> <p>JB</p>	<p>1/12/21</p> <p>Dec 2021</p>

	<p>Refurbishment costs from the Club account will mean mark up on our substantially discounted products in the next year will be between 5 and 10%. The Club account is monitored to ensure balance is viable. The seed orders will bring the Club account some revenue, amount yet to be calculated.</p> <p><u>Risk Management</u> The Risk Register has been reviewed and updated where required. Area for noting is the need to ensure plot holders have a spade and bucket of water to hand to douse fires if necessary, which is a condition of the Associations insurance policy. Key holders' roles and numbers identified to ensure security of stock. Data breaches – risk of. Agreed this item would be put on the Agenda for January 2022</p> <p><u>Financial Protocol</u> This was shared with the Committee and noted that it relates to roles not names and so is not personalized and can be adapted to personnel changes over time.</p> <p><u>Rent Renewal Process for 2022</u> Renewal letter and advice reviewed with JS confirming the system we used last year can be replicated for people to check their rent renewal amount on the shop website and pay by BACS, not through the website. There will be cash cheque collections at both HL and PL this year in January and 1 weekend in February for late payers with letters to follow with 7 days grace and then termination letters if no response. Hard copies will be available at PL and HL sites. Notices will go up on noticeboards</p> <p><i>Other areas for noting</i></p> <ul style="list-style-type: none"> • HL The Shed refurbishment – the ceiling has been plastered and MPS work completed and work will continue externally and internally until complete. 	<p>JC</p> <p>JS/SS</p> <p>CP/JC</p>	<p>Jan 2022</p> <p>Dec 21</p> <p>Dec 21</p>
<p>7.</p>	<p>Maintenance</p> <p>PL - Shop steps will need replacing in near future</p> <ul style="list-style-type: none"> - 6 dead elm trees will need removing across PL site - already identified - Scalping for path to be used - Wooden pegs for path edge from Gate 4 to be replaced. Maintenance Volunteer to be approached regarding this work <p>HL – Nothing additional identified</p>		
<p>8.</p>	<p>Site Co-ordinators report</p> <p><i>Pound Lane</i></p> <ul style="list-style-type: none"> • 16 specifically on waiting list for PL • 6 Vacant plots with 5 potentially being made available • Plots of concern – all being managed. <p><i>Hamilton Lane</i></p> <ul style="list-style-type: none"> • 8 plots will be vacated for new financial year to be reallocated 	<p>CP</p> <p>JJ</p>	

	<ul style="list-style-type: none"> Plots of concern – site inspections ongoing and a small number under review 		
9.	Any Other Business Spikes will be renewed on Gate 3	JC	
10.	Date and time of next meeting Third Wednesday every month – Wednesday 19th January 2022, 7pm. All until further notice by Zoom.		