

Exmouth & District Allotment Association Committee Meeting

Held at 7.00 pm on

MINUTES

Venue: By Zoom
Date: Wednesday 21st October 2020
Time: 7pm-8.40 pm
Attendance: Cheryl Chessum, John Barwick, John Singleton, Stewart Shram, Councillor David Poor, Dianne Conduit, Julia Jacobs (from 7.40pm).

Apologies: Eddie Cowley, Carolyn Priest, Annie Goodman, Olly Davey.
Absent Janet Cuff

Chair: Cheryl Chessum.

Please note minute numbering does match agenda as minutes reformatted.

		ACTION BY WHOM	ACTION BY WHEN
1.	Welcome and Confidentiality Statement - Chair		
2.	Minutes of the Last Meeting The Minutes of the Committee Meeting held on 19th September 2020 were accepted as a true and accurate record.		
3.	Matters Arising from last meeting <ul style="list-style-type: none"> • Security report progress <ul style="list-style-type: none"> - CC reported she had contacted Andy Hicks and supplied security report and has heard nothing further. - Other recommendation followed up and security report provided to Devon valley fabrications plus Steelworks – no further response as yet. • Hedge HL and JFL <ul style="list-style-type: none"> - JB confirmed that he and SS had secured the Heras fencing to the boundary and hedge growing well. JFL has offered £500 towards new boundary, JB suggests best option to suggest JFL contribute the Heras fencing so that current solution can become permanent. This option approved by the committee. - CC reported that some young hedging plants are available for infill as required. This was noted. - The committee thanked JB and SS for their hard work in getting this issue resolved. 	DC to follow up AH CC to follow up JB to ensure JFL respond	By 2/11/20 By 2/11/20

4.	<p>Chair's Report</p> <p>No report as meeting is to focus on finance agenda.</p>		
5.	<p>Secretary's Report</p> <p>Applications for Structures - Provided by CC Seven applications have been received. Two require further information which is awaited. Four applications meet all criteria and are recommended for approval:</p> <ul style="list-style-type: none"> - PL 46 – Polytunnel 10 x 10 - approved - HL99 – Polytunnel 7.6 x 3.04m – approved - HL 116B – Greenhouse 3x2m – approved - HL 175 – Greenhouse 10x8ft – approved - PL45 – retrospective application for polytunnel 3.8 X2.6. Specific circumstances heard by the committee - exceptional approval. - Additional polytunnel on PL45 10x20 also approved for erection 	<p>CC to inform plot holders of decisions</p>	<p>Immediate</p>
6.	<p>Treasurer's Report</p> <ul style="list-style-type: none"> • Update re 2019 / 2020 Income Expenditure Treasurer reported a positive current position against planned. Key headlines: <ul style="list-style-type: none"> - Water costs lower than plan due to SWW apportionment through charges for actual usage against estimated bills. - Maintenance costs significantly higher than budget due to rubbish /waste clearance. Further proactive action planned to improve this position for the future. Including possible increase in charges per rod to contribute to future costs. • Management Account <ul style="list-style-type: none"> - Accounts will be prepared at year end – 30 November 2020. - Stock takes will be undertaken at each shop. Volunteers requested for stocktake. - Accounts will be presented at AGM 20th February 2021. (NB: meeting room booking retained for this meeting, all other bookings cancelled for foreseeable future). • Budget for 2020 / 2021 Specific projects have been identified to be taken forward for next year and funding allocated as part of the annual business plan: <ul style="list-style-type: none"> - Path – HL1 – HL8 - Accessible Toilet – Kingston Rd area by disabled bays - Security Noted these have previously been approved by the committee. • Club Account Planned capital Expenditure: <ul style="list-style-type: none"> - HL Shed – External decoration - HL Shed – Internal reconfiguration 	<p>CC/JB to find volunteers</p>	<p>By 30/11/20</p>

<p>These items were agreed as and when appropriate and will be funded through Club funds if possible.</p> <ul style="list-style-type: none"> • Risk Review <ul style="list-style-type: none"> - JB asked for comments and any additions from committee members to be given to him outside of the meeting. - DC said she has some observations and offered to meet with JB to discuss in more detail. • Financial Protocols – Attached for discussion and agreement <p>Treasurer presented the ongoing Financial Protocol for annual review. Issues raised:</p> <ul style="list-style-type: none"> - DC asked for clarification re bank reconciliation process and suggested a second sign off by someone not with access to the bank accounts or cash. JB explained this would be a very unwieldy task due to the amount of paperwork, receipts, invoices and cash while advising the Committee that the Accounts are independently examined at the financial year end while also those authorised to sign on the bank account do have access to the bank accounts. It was agreed to review this aspect and detail the various ‘sources’ or ‘buckets’ that funds move through so they are visible and can be overseen. To be reviewed again by committee. - Agreed that appendix 2 requires updating and the situation regarding who has keys needs to be finalised and recorded accurately. - The builder undertaking work has a key and JB will ensure this is returned once work completed. - JB confirmed there is only one master key from which duplicates can be made and that is in a secure place. • Rent Renewals – 2021 <p>Papers provided ahead of the meeting:</p> <ul style="list-style-type: none"> - Rent Book – Update on “fit for purpose” - Procedure paper – Attached for discussion and awareness prior to posting - Rent Renewal Invoice – Attached for information - Rent Reminder Letter – Attached for information <ul style="list-style-type: none"> - JB took the committee through the documents and explained that after a lot of hard work the information available in the Rent Book is now very good and in a state that an electronic solution can be applied to collect rent and record electronically, including through online banking. - For members not able to use an online solution JB will be at HL every Saturday and Sunday during January to collect rents. This will need to be widely advertised – suggestions, Facebook, notices on gates, emails, word of mouth. - Contingency should there be a lockdown or the shop needs to close during this time – agreed postal collection would be an option, CC suggested phone calls could also be made to see what else might work for individuals. To be reviewed in line with Covid-19 restrictions. - There is a clear policy to reallocate plots should payment not be received by end of the first week in February 2021 i.e. grace period following reminder letter at end of January 2021 unless there are extenuating 		<p>All DC/JB</p> <p>JB/DC</p> <p>All</p>	<p>By 18/11/20</p> <p>By 30/11/20</p> <p>By December 2020</p>
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	individual circumstances. The committee is clear that they want members to talk to them if there are specific reasons for not paying rent on time or not attending to plots especially at this difficult time. All assistance will be provided where there are difficult circumstances. Again, this needs effective communication and promotion to plot holders.		
7.	<p>Maintenance</p> <ul style="list-style-type: none"> • Pound Lane – In CPs absence an update was provided by CC. Great effort to clear the rubbish heap with many volunteers. CC has written to thank people. The effort has created a greater community feeling and one individual has stepped forward to offer to show potential new members available plots. This excellent effort was noted by the committee. Planned maintenance work re Summerhouse and toilet will be carried out as planned. • Hamilton Lane – JB reported that main maintenance (as opposed to projects) in plan relates to the external decoration of the Shed and internal configuration which have been approved. 		
8.	<p>Site Co-ordinators report</p> <ul style="list-style-type: none"> • Pound Lane – update from CC. <ul style="list-style-type: none"> - Site looking tidy, good community spirit. - Site still to be mapped and will be conducted as soon as possible – recognised that the layout of plots is trickier than HL. - Reported good use of water collection and composting. • Hamilton Lane – CC and JJ reported: <ul style="list-style-type: none"> - Improved numbering of plots - Most plots tidy and cultivated a few to be followed up. - Increasing evidence of water collection from structures and composting - 62 people on waiting list: <ul style="list-style-type: none"> ➤ Plots becoming vacant at the end of the year – HL 36 & 37 and will be split into 4 plots – plot holders identified. ➤ HL67 is free and person on waiting list approached ➤ HL142 already reallocated <p>Suggestion to contact people to show potential plot holders around available plots early in New Year. Agreed this needed to be done with sensitivity to exiting plot holder/s.</p>		
9.	<p>AOB</p> <ul style="list-style-type: none"> • Gate lock up time – JS proposed that gates should be locked from 4pm when clocks go back from Sunday 25th October. Whilst this may appear to be early it will soon be dark towards 4pm and changing times once will be more straight forward than doing it again in a few weeks. The Committee agreed this proposal and plot holders to be reminded to have their gate keys with them to reduce the risk of being locked in. JJ noted that some of the padlock chains are a little short and can lead to difficulties unlocking from the inside. JB suggested these can be checked and longer chains welded on as part of the gate security work. • Allotment Awards – DC asked if there are any plans to hold allotment awards this year after a query from a plot holder wishing to nominate someone. Noted this has been discussed between CC and Site Co- 	<p>Site co-ordinators & JB</p> <p>Site Coordinators & DC</p>	<p>By 30/11/20</p> <p>By 18/11/20</p>

	<p>ordinators. Site Coordinators to prepare some ideas and to be on agenda for November meeting.</p> <ul style="list-style-type: none"> • Plumb Park (PP) allotments – CC reported she has been approached by a new Plumb Park resident to be asked to be put on PP allotments waiting list. CC confirmed there has been no information or request for EDAA to take any responsibility for action in relation to the proposed PP allotment site. I was noted there is a plan for 40x 40msq plots. Whilst recognising these are small – approx. 1.6 rods, JS highlighted that a lot of produce can be grown in just 25msq. Agreed action for committee to contact Lisa at Exmouth Town Council. At Exmouth Town Council to clarify position. This will enable EDAA to gear up to take on management if required when plots come on stream. Recognised that this will require further consideration as additional resources will be required. • Compost bins - SS has plastic compost bins x2 available. Agreed to offer to plot holders who may not have composting facility on their plot. Committee members to share ideas with Stewart. 	<p>CC</p> <p>Action SS/All</p>	<p>By 7/1120</p>
<p>10.</p>	<p>Date and time of next meeting</p> <p>Third Wednesday every month – Wednesday 18th November 2020, 7pm.</p> <p>All until further notice by Zoom.</p>		