

Exmouth & District Allotment Association Committee Meeting

MINUTES

Venue: Jesse Collings Room
Date: Wednesday 17th January 2024
Time: 6:30-8:30pm
Attendance: Cheryl Chessum, Jan Wells, Annie Goodman, Julia Jacobs, Mike Hawkins, Mayor Olly Davey

Apologies: Carolyn Priest, Janet Cuff, Stewart Shram
Absent:

Chair: Cheryl Chessum

Committee Secretary: Jan Wells

		ACTION BY WHOM	ACTION BY WHEN
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 15 th November 2023 were accepted as a true and accurate record. A pdf version can now be published on the website.	JJ/MH JS/CC	End of Jan 2024
3.	Matters Arising from last meeting <ul style="list-style-type: none"> • Community Fridge – CC will visit the Community Fridge (located in Littleham) before the next committee to assess the feasibility of allotment holder donations of surplus fruit and veg. • Rubbish Collections. Mr Shift-it has been booked for a further rubbish collection from the HL site on Thursday 25th Jan at 08:30am • Cause for concern letters to plot holders. Following on from the November plot inspections, letters have been sent out to those plot holders found to have ‘plots of concern’. Much of the feedback has been positive with plot holders promising improvements, giving up or moving to smaller, more manageable plots. CC thanked the site coordinators for their help with this important task. It was agreed that November was a good time to do the inspections, so plot holders have the option to give up their plots prior to rent renewal. Follow up visits will take place in March to ensure the promised work has been undertaken. 	CC CC/JJ/CP	21/2/24 End of March 2024
4.	Chair’s Report <ul style="list-style-type: none"> • Trees and Scenes. The planned maintenance work is progressing well. The drystone wall built at PL, using salvaged pavers, looks impressive as well as functioning as essential bank support. At HL, the newly constructed car parking area has transformed the Kingston Road area and 		

	<p>the bank work along HL road has improved road access and tidied the boundary hedge. In addition. A new concrete step has been installed at Gate 7.</p> <p>OD stated that the council is responsible for maintaining the bank area running along the road at PL. Bank work, cutting and tidying are currently restricted due to slowworms being found in the habitat. There is a further issue with excessive amounts of dog muck being discarded in the bank/hedge area.</p> <ul style="list-style-type: none"> • Action is required to deal with a significant height difference between plots PL30/PL31 which is a site hazard. A resolution will involve shoring up the boundary with either pavers or sleepers. CC will ask advice from CP to ascertain the best way forward. 	CC	21/2/24
5.	<p>Secretary's Report Applications for Structures.</p> <ul style="list-style-type: none"> • None 		
6.	<p>Treasurer's report</p> <p>The treasurer was unable to attend this month's meeting, but it was reported that rents are coming in at a steady pace. A final reminder email has been sent out to allotment holders.</p> <p>Financial summary:</p> <ul style="list-style-type: none"> • Shop Account: £6500 • Deposit Account: £14276 • Management Account: £45964 <p>Major items of expenditure:</p> <ul style="list-style-type: none"> • Trees and Scenes agreed maintenance work. • Rubbish collection (Mr Shift-It) • NAS membership due to be paid in early February. 		
7.	<p>IT report. SS was unable to attend this month's committee meeting so all action points re-generated for next month.</p> <ul style="list-style-type: none"> • 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. In the past, SS has 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 	SS	21/2/24

	<p>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.</p> <ul style="list-style-type: none"> • 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 can then be given access to view this. Also, Teams comes with this and the online version of Word, and Excel if it is needed. • Agreed to proceed as recommended to improve above situation. 		
8.	<p>Maintenance Pound Lane</p> <ul style="list-style-type: none"> • No Issues <p>Hamilton Lane</p> <ul style="list-style-type: none"> • A soak away solution and eroding area of roadway by the piggeries need to be included in the next round of site maintenance work. A temporary solution to the road erosion may be to infill with gravel. CC to investigate. 	CC	21/2/24
9.	<p>Site Coordinator's report</p> <p>Pound Lane</p> <ul style="list-style-type: none"> • No further plots of concern beyond those already being dealt with • Working parties continue to prepare new 1 rod starter plots – charges and advertising needs to be decided. • Grass established and trees are planted in the mini orchard which is looking great. • Water was turned off during cold snap to avoid issues with burst pipes • Current waiting list of 10 • 6 plots currently recorded as vacant. There may be a few more resulting from unpaid rent renewals. <p>Hamilton Lane</p> <ul style="list-style-type: none"> • The site map is in the process of being updated. 21 plots have been re-measured for accuracy, 14 plots are currently vacant. • Peter Ferlie from Age UK met with CC/JJ to discuss use of the adapted beds. He was very keen to take the idea forward. 		
10.	<p>Any Other Business</p> <ul style="list-style-type: none"> • none 		
11.	<p>Date and time of next meeting Wednesday 21st February 2024 – 6:30pm – 8:30pm Venue: Jesse Collings Room</p>	All	