

## Exmouth & District Allotment Association Committee Meeting

### MINUTES

**Venue:** By Zoom  
**Date:** Wednesday 15<sup>th</sup> March 2023  
**Time:** 7pm- 9pm  
**Attendance:** Cheryl Chessum, Councillor Olly Davey, Julia Jacobs, Stewart Shram, Jan Wells, Carolyn Priest

**Apologies:** Janet Cuff, Annie Goodman, Councillor David Poor  
**Absent:**

**Chair:** Cheryl Chessum  
**Minutes:** Jan Wells

		ACTION BY WHOM	ACTION BY WHEN
1.	<b>Welcome and Confidentiality Statement and declarations of conflict of interest</b>	CC	
2.	<b>Minutes of the Last Meeting</b> The Minutes of the Committee Meeting held on 15 <sup>th</sup> February 2023 were accepted as a true and accurate record. A pdf version can now be published on the website.	SS/OD JS/CC	End of March 2023
3.	<b>Matters Arising from last meeting</b> <ul style="list-style-type: none"> <li>• <b>Adapted Beds:</b> Compost delivery for the adapted beds was delayed due to a vehicle breakdown. CC will chase up the delivery this week</li> <li>• <b>Loft Hatch:</b> The carpenter is due to fit the loft hatch in the Jesse Collins room on 17/3/23. This will help with heat insulation in the building.</li> </ul>	CC  CC	19/3/23  17/3/23
4.	<b>Chair's Report</b> <ul style="list-style-type: none"> <li>• <b>AGM:</b> Departing committee members were thanked for their invaluable contribution to the running of the EDAA over the past few years. <b>John Singleton</b> has formally stepped down from the EDAA committee but has very kindly agreed to continue in his role as Veg Course Leader and Website coordinator. <b>John Barwick</b> has formally stepped down from the role of Treasurer and EDAA committee member. He has orchestrated a timely and professional handover of responsibilities and all members of the committee are very grateful for his help and support in this matter. Janet Cuff will replace him as treasurer. <b>Mike Hawkins</b> has been elected as president of the EDAA Committee. Mike has longstanding experience of the EDAA having been an active committee member in the past and an allotment holder for over 50 years. <b>All nominated committee members were voted in.</b></li> </ul>		

	<p>Feedback from attendees at the AGM suggest that it was a successful meeting. Attendance was good and the pace and tone of the meeting attracted positive comments. In particular Pound Lane plot holders felt equally included with their HL counterparts.</p> <p>It was agreed that going forward the AGM would be tied in more closely with the EOY accounting period. To that end the next AGM will be held in October 2023.</p> <ul style="list-style-type: none"> <li> <b>IT support with systems and transitions</b>            SS has purchased and set up a laptop for the Treasurer. This will be ready to hand over by 19/3/23. Account files have been transferred and organized. The USB sticks will be kept as backup. The rent book file has been shared with all committee members but only JW and JC currently have write access permissions.         </li> </ul> <p>CC will contact Gorfin Hall to see if the EDAA can share access with their Jurassic Fibre internet connection. SS stated that signal extenders could be required if this goes ahead as the signal may be weak.</p> <p>JW updated the meeting on progress with the NAS membership list. Going forward new members will be added on a monthly basis. EOT members will also be removed from the list on this basis. The association currently has 493 active memberships with the NAS.</p> <ul style="list-style-type: none"> <li> <b>In Your Neighbourhood Entries (Britain in Bloom).</b> In support of Exmouth's entry to this year's competition the EDAA will enter the following:           <ul style="list-style-type: none"> <li>Pound Lane Community Improvement Projects – Community Orchard, Dry stone walling and pathways.</li> <li>The 'No Dig' Beginners Veg Course</li> <li>The Wildlife Garden on HL</li> <li>Marpool Primary School after school Garden Club (run by a plot holder)</li> <li>Adapted Beds Project</li> </ul> </li> <li> <b>Jesse Collins Room.</b> Kate Wilcox has kindly volunteered to help promote the use of the Jesse Collins room to members. She is also helping in the Site Shop to cover when needed.         </li> <li> <b>Town Parish Meeting (20<sup>th</sup> March):</b> CC has been invited to attend the meeting to explain how the £1500 adapted beds grant from the Town Council has been used.         </li> <li> <b>April Committee Meeting.</b> The April committee meeting will be held 'in person' in the Jesse Collins Meeting. The Zoom license was extended for one month to allow today's meeting to take place. Going forward it is anticipated that meeting will alternate between 'in person' and online 'Teams'.         </li> </ul>	<p>JC/CC</p> <p>CC/SS</p> <p>JW</p> <p>CC</p> <p>All</p>	<p>End of March 2023</p> <p>On going</p> <p>20/3/23</p> <p>19/4/23</p>
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5.	<b>Secretary's Report</b> <b>Applications for Structures.</b> <ul style="list-style-type: none"> <li>HL64 Polytunnel: The structure meets the EDAA rules and was approved. (Transfer from a previous plot)</li> </ul>	CC/JJ	19 <sup>th</sup> April 2023
6.	<b>Treasurer's Report – Update on financial position</b>  The new treasurer is settling into the role and familiarising herself with the accounts and paperwork processes. <b>Club Account Expenditure:</b> The only expenditure of note this month is for rat poison and the fitting of a loft hatch in the JC room	JC/CC	
7.	<b>Maintenance</b> <b>Pound Lane</b> <ul style="list-style-type: none"> <li>PL8A needs to be checked to ensure the asbestos has been safely removed.</li> </ul> <b>Hamilton Lane</b> <ul style="list-style-type: none"> <li>A repurposed storage cupboard is being installed on the Adapted Beds Plot for hand tools.</li> <li>The asbestos from the Veg course shed is still awaiting disposal. SS suggested contacting Barry Olds. CC to follow up.</li> <li>Gate 7 is still causing issues and seems to have dropped again. If it is not repairable then it may be necessary to permanently close it. CC/SS to inspect on Saturday.</li> <li>Gate 8 requires a longer chain to allow it to be opened from both sides.</li> </ul>	CP  CC  CC	19 <sup>th</sup> April 2023
8.	<b>Site Co-ordinators reports</b> <b>Pound Lane</b> <ul style="list-style-type: none"> <li>CP in the process of checking up on plot holder progress after the site visits in November</li> <li>3 plots available to let, 6 people on the waiting list.</li> </ul> <b>Hamilton Lane</b> <ul style="list-style-type: none"> <li>A number of plots are in the process of being cleared to make them acceptable to let.</li> <li>A letter will be issued shortly to a plot holder that backs onto Salterton Road due to unacceptable rubbish accumulation on his plot.</li> </ul>	CP  JJ CC	End of March 2023
9.	<b>Any Other Business</b> <ul style="list-style-type: none"> <li>Plot HL86A is in the process of being let to a group of Ukrainian refugees. The EDAA has donated some second-hand tools to the group and agreed to waive the rent for the coming year. 6 gate keys and 2 water taps have been given to the group. Enquiries will be made to see if a shed can be acquired by group from Ukrainian Fund. The group will need to pay their membership fees and the plot deposit. This will be discussed with Lorraine Cummings (group sponsor)</li> </ul>	JC/CC	
10.	<b>Date and time of next meeting</b> <b>Wednesday 19<sup>th</sup> April 2023 – 6.30pm</b> Venue: Jesse Collings Room	All	

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