

## Exmouth & District Allotment Association Committee Meeting

### MINUTES

**Venue:** Jesse Collings Room  
**Date:** Wednesday 15<sup>th</sup> 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

		ACTION BY WHOM	ACTION BY WHEN
1.	<b>Welcome and Confidentiality Statement and declarations of conflicts of interest</b> No conflicts of interest declared.	CC	
2.	<b>Minutes of the Last Meeting</b> The Minutes of the Committee Meeting held on 18 <sup>th</sup> 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.	<b>Matters Arising from last meeting.</b> <ul style="list-style-type: none"> <li>• <b>Exmouth Food Bank.</b> 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.</li> <li>• 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.</li> <li>• <b>SWW</b> 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.</li> <li>• Ongoing maintenance work will be discussed with someone already identified and then feedback to next meeting.</li> </ul>	CC  JJ	12/12/23
4.	<b>Chair's Report</b> <ul style="list-style-type: none"> <li>• <b>Rent renewals</b> – 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</li> </ul>		

	<p>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.</p> <ul style="list-style-type: none"> <li>• Penalties for late or non-payment will remain the same as last year. JJ will contact newly allocated ploholders to remind them that they will need to renew in January too in case there is any confusion.</li> <li>• 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.</li> <li>• 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.</li> <li>• <b>Trees and Scenes Maintenance update.</b> 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.</li> </ul>	JC/CC/SS	1/12/23
		JJ	1/1/24
		CC/JC	1/12/23
		CC	1/12/23
		CC/JC	
5.	<p><b>Secretary's Report</b> <b>Applications for Structures.</b> 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.</p>	JJ	
6.	<p><b>Treasurer's report</b></p> <ul style="list-style-type: none"> <li>• Management Account £33k approx. mid accounting year – rental income will increase balance significantly. Budget on target.</li> <li>• Club Account £6k approx. – always fluctuating depending on sales and income.</li> <li>• 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.</li> </ul> <p><b>Major items of expenditure:</b></p> <ul style="list-style-type: none"> <li>• £900 approx for new shop stock from Club Account re community orchard trees for PL (ring-fenced money already received from the NGS)</li> <li>• Another rubbish clearance (by Mr Shift-it) required at PL still pending – once clarified will be authorised.</li> </ul>	JC	
		JC/SS/AG	17/1/24
		JC/CP/AG	



	<p>is required. JJ/CC/SS will look at method and materials and discuss with committee.</p> <ul style="list-style-type: none"> <li>HL93 a/b has been reallocated and rubbish removal planned and delipidated, dangerous shed being removed. HL18b is being cleared ready for re-letting in 2 weeks' time.</li> </ul>	JJ/CC/SS	2/12/23
		JJ/JC	20/11/23
9.	<p><b>Site Coordinator's report</b></p> <p><b>Pound Lane</b></p> <ul style="list-style-type: none"> <li>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.</li> </ul> <p><b>Hamilton Lane</b></p> <ul style="list-style-type: none"> <li>Plots of concern: HL153. Has been reallocated.</li> <li>HL128A TA needs updating as application for bees to be on HL128B not going ahead and will be placed elsewhere.</li> <li>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 tenancies.</li> <li>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.</li> <li>4 EOT'S need to be sent out by end of the month in time for rent renewals.</li> <li>4 TA'S need to be sent out for reallocated plots.</li> </ul>	CC	1/12/23
		CC	1/12/23
		JC	22/11/23
		CC	22/11/23
10.	<p><b>Any Other Business</b></p> <ul style="list-style-type: none"> <li><b>Exmouth in Bloom Awards.</b> 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.</li> </ul>	CC	31/1/24
11.	<p><b>Date and time of next meeting</b>  <b>Wednesday 17<sup>th</sup> January 2024 – 6:30pm – 8:30pm</b>  Venue: Jesse Collings Room</p>	All	