

Exmouth & District Allotment Association Committee Meeting

MINUTES

Venue: By Zoom
Date: Wednesday 19th October 2022
Time: 7pm- 9pm
Attendance: John Barwick, Cheryl Chessum, Julia Jacobs, Carolyn Priest, Stewart Shram, John Singleton, Jan Wells

Apologies: Janet Cuff, Councillor Olly Davey, Annie Goodman, Councillor David Poor
Absent:

Chair: Cheryl Chessum

Minutes: Jan Wells

		ACTION BY WHOM	ACTION BY WHEN
1.	Welcome and Confidentiality Statement and declarations of conflict of interest Declaration of conflict of interest noted – Jan Wells has submitted an application to the meeting for a poly tunnel on her plot (HL209)	CC	
2.	Minutes of the Last Meeting The Minutes of the Committee Meeting held on 14 th September 2022 were accepted as a true and accurate record. A pdf version can now be published on the website.	JJ/JS CC/JS	End of Oct 2022
3.	Matters Arising from last meeting <ul style="list-style-type: none"> • Termination of tenancy on Plot HL226B. CC sent a letter to the former plot holder explaining the situation with the plot deposit after the last committee meeting. No further communication has been received from the former tenant and he has not been seen on site. The matter is now considered closed and the plot can be re-let. • Site wide plot inspections. CP has sent a list of inspection criteria to JJ. JJ and CP will ensure parity in their measurement criteria across the two sites, although the actual paperwork they use may differ. The final list of agreed criteria will be sent to CC before the end of next week. JS will aim to send out a mass email by 28th October informing plot holders of the inspection. The inspections will take place from the end of October and throughout November. • Wildlife Camera Image of HL criminal damage perpetrator. Since circulating the image to HL plot holders, there has been no positive ID of the perpetrator. 	CC/JJ JJ/CP CC/JS	End of Oct 2022 28 th Oct 2022

	<ul style="list-style-type: none"> • Avian flu. CC noted that there have been no further reported incidents of dead birds being found on site. • Adapted beds project - grant applications. CC stated that the aim is to obtain 75% of the project funding from grant applications. CC has completed the application to the Town Council Finance Committee for a £1500 grant. A further application to the National Lottery Community Fund for £5000 is in progress and will be completed shortly. 	CC	End of Oct 2022
4.	<p>Chair's Report</p> <ul style="list-style-type: none"> • AGM date and location. The aim is to hold the AGM in the second half of February providing a suitable venue can be found. St John's Church is the favoured venue, but currently Orchestra practice sessions take place on a Saturday morning. JB will contact the church to see if there is a half-term break when the EDAA can make use of the venue. Another alternative is Trinity Church but JB pointed out that the building is big and may require the use of microphones. Committee members have been asked to contact JB if they can think of another suitable alternative. • Adapted beds update. CC noted that Gate 5 will need to be closed when the work on the project starts and that plot holders will need to be given advance warning of this. There may be a need for cones/signage. • EDAA amended rules. CC reported that the amended rules have all been agreed and accepted by the Town Council. JS has been asked to send out an email to plot holders with a summary of the changes. The new rules have been uploaded onto the EDAA website (October version) and all new tenants are being sent the updated elements of the rules by mass email by the end of the month. • Asbestos removal. Two plots on HL currently have low grade asbestos awaiting safe removal. Asbestos bags are available from the shop to facilitate this. Funding for this will need to be considered in the draft budget during November. 	JB/CC	End of Oct 2022
		CC/JS	16 th Nov 2022
5.	<p>Secretary's Report Applications for Structures.</p> <ul style="list-style-type: none"> • HL 209 – Poly tunnel application. Approved. 		
6.	<p>Treasurer's Report – Update on financial position</p> <p><u>Budget 2022/2023</u></p> <p>Due to increasing costs across both sites, it was agreed that plot rents needed to increase next year. The price will increase by £1 per rod, from £6 to £7. Anyone experiencing financial hardship can speak to JB in confidence.</p> <p>JB stated that it was important that plot holders paid on time as in the past too much time has been spent chasing late payers.</p>		

	<p>Tidying and clearing of poorly maintained plots so they can be re-let is costing the Association money. The current plot deposit, which is forfeited if a plot is left in a poor state, is currently often insufficient to cover the cost of clearing some plots. From next year 1st January 2023 plot deposits will increase for all new tenants, to encourage them to leave their plots in a tidy state at the end of their tenancy. From January the deposit on a plot will increase to 12.00 per rod so approximately a half plot of 5 rods will be increased to £60 and on a full plot of 10 rods to £120. Anyone experiencing financial hardship about this can speak to JB in confidence and if warranted he will exercise some discretion. No changes will be made to deposits already paid and existing tenants.</p> <p>It was agreed that plot coordinators can use their discretion about fees when letting plots that are deemed in a poor state. This may take the form of a delay in rent payment for the new tenant.</p> <p>JB stated that £8500 would be budgeted for the completion of the adapted beds. He is awaiting pricing from Shane of Trees and Scenes for the planned works at HL/PL. The 2023 budget will be completed and circulated prior to the next EDAA committee meeting on November 16th 2022.</p> <p><u>Management Account</u> The management accounts for the accounting period ending 30th June 2022 are nearing completion and show a deficit of approximately £7500. This is £3000 more than was originally forecast due to additional sanctioned work charges on both sites and extra water costs across the Association.</p> <p><u>Club Account</u> The club accounts are in the process of being completed. Both sets of accounts will be completed and circulated to the Committee prior to the next committee meeting on 16th November 2022.</p> <p><u>Planned expenditure</u> Club account - Debris netting and weed suppressant ground cover have been ordered for the EDAA shop. No further orders will be placed until January.</p> <p><u>Other</u> The Risk Register will be updated to include the new advice on broken glass and cold frames.</p>	<p>JJ/CP</p> <p>JB/CP/JJ</p> <p>JB</p> <p>JB</p> <p>JB</p>	<p>16th Nov 2022</p> <p>16th Nov 2022</p> <p>16th Nov 2022</p>
<p>7.</p>	<p>Maintenance <i>Pound Lane</i> New padlocks have been fitted to all the gates at Pound Lane. On 15th October a team of volunteers manned the shop, and all PL members were offered a new key for an old key. By the end of the day only 7 members did not have a new key. Arrangements for their key swap can be done through the PL Shop. Old keys and padlocks will be reused if in good condition</p> <p>CP stated that the winter working party will start work soon.</p> <p><i>Hamilton Lane</i> Nothing to report</p>		

8.	<p>Site Co-ordinators reports</p> <p>Pound Lane 4 plots available. 2 of these are high up on the site and difficult to let. CP has some rent book admin updates that need to be made. A list of changes will be sent through to JW/JB in November.</p> <p>Hamilton Lane 3 plots currently available to let: 207A, 207B, 226B – potential tenants have been contacted. It was agreed that Gate 3 should be removed from the HL site map as it is no longer accessible and will be removed and restored to a bank and integrated into the existing bank.</p>	CP/JW/JB	16th Nov 2022
9.	<p>Any Other Business</p> <ul style="list-style-type: none"> • Dawn Watkiss has recently visited the Exmouth Food Bank with her Beaver Group. She was saddened to learn that over 500 families now make use of the food bank each month. She has asked if EDAA would support a donation drive from plot holders. The committee fully supported the idea. CC will ask Dawn for further details so appropriate type donations can be requested. • JB asked if an email could be sent to members to remind them that the Jesse Collings room is open on a Wednesday and Saturday morning for coffee/tea and social use • JB was unhappy that a rusty broken wheelbarrow had been fly tipped outside the shop. SS/JB will review the CCTV images to identify the person leaving it and if so they will be contacted formally. 	CC CC SS/JB	16th Nov 2022 End of Oct 2022 End of October 2022
10.	<p>Date and time of next meeting Wednesday 16th November 2022 – 7:00pm All until further notice by Zoom.</p>		