

Exmouth & District Allotment Association Committee Meeting

MINUTES

Venue: Jesse Collings Room
Date: Wednesday 21st June 2023
Time: 6:30-8:30pm
Attendance: Cheryl Chessum, Annie Goodman, Julia Jacobs, Jan Wells, Carolyn Priest, Stewart Shram, Mayor Olly Davey, Janet Cuff

Apologies:

Absent:

Chair: Cheryl Chessum

Committee Secretary: Jan Wells

		ACTION BY WHOM	ACTION BY WHEN
1.	<p>Welcome and Confidentiality Statement and declarations of conflicts of interest None declared. Councillor David Poor has stood down from the EDAA. The committee would like to thank him for his valuable contributions and advice during his time as a committee member.</p>	CC	
2.	<p>Minutes of the Last Meeting The Minutes of the Committee Meeting held on 17th May 2023 were accepted as a true and accurate record. A pdf version can now be published on the website.</p>	CP/AG JS/CC	End of June 2023
3.	<p>Matters Arising from last meeting.</p> <ul style="list-style-type: none"> • Main gate at PL. The gate is currently not an issue and SS will take a look if problems recur • SS was unable to find a suitable handyman to carry out the work on the 'dropped' gate. The gate is currently closing more easily, so the matter will be re-visited if it deteriorates further. • Shane Booth (Trees and Scenes) site meetings. It was agreed that site meetings need to be arranged at PL and HL to discuss the order of works for the year ahead. Tuesday dates in June/July preferable. 	CP/JJ/CC	
4.	<p>Chair's Report</p> <ul style="list-style-type: none"> • Honorariums. The honorariums paid to committee members as a 'thank you' for the work they undertake on behalf of the association have not been reassessed for many years. In that time roles have expanded significantly and more posts have been created. It was agreed that the award values and posts would be looked at over the next few months and recommendations tabled to members at the October AGM. Committee members were asked to submit a 'job description' of the work they undertake for the EDAA, together with an estimate of the time spent on these duties. 	ALL	19/7/23

	<p>Item re-agendered for next month.</p> <ul style="list-style-type: none"> • AGM date and room booking. It was agreed that the AGM meeting will be held on Saturday 14th October 2:30-4:00 at St John the Evangelist Church Hall, Withycombe Rayleigh. CC will confirm the booking arrangements as John Barwick is kindly liaising with the church hall over this one. • Reserve fund. The reserve fund currently stands at £14,000. JC will research interest bearing account opportunities with the TSB/other providers. If a suitable product can be found, a lump sum will be moved from the management account to the interest-bearing account. • Exmouth Garden Club. The garden club members have asked if they can have access to the Allotment Shop to purchase gardening products. It was agreed that this could go ahead as a one-year trial with the following stipulations: <ul style="list-style-type: none"> ○ An EDAA membership fee payable at £3 per person per year ○ Membership cards required (will be issued from the HL shop) ○ Purchases can only be made from the HL shop ○ Discounted seed orders from Kings catalogue not included as this is a benefit of NAS membership <p>JC to arrange a meeting with Noel to discuss</p> <ul style="list-style-type: none"> • Defibrillator request. The committee has received a request from an HL plot holder to have a community defibrillator on site. CC will speak to a representative of the Bowls Club once contact details have been provided to find out what is involved in installing and running such a facility. • Grass paths on sites being retained and not replaced by other materials. Issue appears isolated to a particular plot at PL. It was agreed that a wording change to the rules would be made at the next 'rules review' (in 2024). It would make it clear that paths between plots should be retained as grass and not replaced with other material such as bark chippings. 	<p>CC</p> <p>JC</p> <p>JC</p> <p>CC</p> <p>CC/CP</p>	<p>End of June 2023</p> <p>19/7/23</p> <p>19/7/23</p> <p>19/7/23</p> <p>2024</p>
5.	<p>Secretary's Report Applications for Structures. No applications for structures have been made this month.</p> <p>It was re-iterated, that for the sake of fairness and clarity, all qualifying structures must get approval from the committee. Any plot holder who erects a structure without permission must make a retrospective application.</p>	<p>CC/JJ/CP</p>	
6.	<p>Treasurer's Report – Update on financial position It was reported that the club accounts are in a stable position</p> <p>Club Account: Balance currently stands at £5350. An invoice for the shop order of £1283 will shortly be drawn from the account</p>	<p>JC</p>	

	<p>Management Account: Balance currently £38,000. Recent expenditure includes:</p> <ul style="list-style-type: none"> - Asbestos removal from PL site (£722) <p>Future expenditure:</p> <ul style="list-style-type: none"> - Asbestos removal from HL site - Tyre removal (see point 8) - Bath removal (see point 8) 	JC	
7.	<p>Maintenance</p> <p>Pound Lane:</p> <ul style="list-style-type: none"> • Area at back of plot PL81. An area of about 2 rods at the back of plot PL81 has been fly-tipped over the years by past residents in the adjacent housing. The area is enclosed by a laurel hedge on the allotment side and not generally accessed by plot-holders. A site inspection has revealed a large amount of DIY/household debris that needs to be removed. This is going to be a costly and time-consuming exercise that requires a longer-term plan to clear and prevent repeat occurrences. In the short-term the area will be taped off and signage put up. • Diseased Plum tree. A large plum tree, currently growing in the new community orchard area, has Plum Pocket disease. Advice on what action should be taken, will be sought from Shane during the upcoming site works visit. <p>Hamilton Lane:</p> <ul style="list-style-type: none"> • Signage. Signage/posts are required on the road side of Arthur's Pass to warn car drivers that pedestrians are emerging onto the road at that point. 	CC/SS/CP CP CC/JJ/SS	19/7/23 19/7/23 19/7/23
8.	<p>Site Co-ordinators reports</p> <p>Pound Lane:</p> <ul style="list-style-type: none"> • Weedkiller. A plot holder has carelessly and needlessly damaged a communal grass path by the reckless use of weedkiller. This is in contravention of point 4.7 in the EDAA rules. The plot holder will be contacted formally by letter stating they are putting their tenancy at risk. • Brambles. There is an issue with brambles growing up between the boundary fence of a plot holder and a neighbour on Langstone Drive. This will be reviewed during Shane's site works visit. • Taps. There are a number of dripping taps on site. Chris Witkiss will be contacted to address the issue • 3 plots coming available shortly. 4 on the waiting list. <p>Hamilton Lane:</p> <ul style="list-style-type: none"> • 61 people are currently on the waiting list for a plot • There are 5 baths on site that need to be removed from plots. Mr Shift-it will be contacted for a removals quote • Tyre recycling. The EDAA committee has finalised an arrangement with a local company to take tyres left on site. The tyres are recycled into new 	CC/CP CC/CP CP/CC JC/CC/JJ CC/JC	19/7/23 19/7/23 19/7/23 19/7/23 19/7/23

	<p>materials. They will take up to 20 at a time and charge £3 per tyre. This arrangement is not available to individual plot holders.</p> <ul style="list-style-type: none"> • Unproductive Plots. According to the rules (point 2.4), all plots should be under cultivation. Any plot holder not actively growing produce will be contacted via letter to inform them that they are putting their tenancy at risk over the coming financial year. 	CC/JJ	19/7/23
9.	<p>Any Other Business</p> <ul style="list-style-type: none"> • Jesse Collins Room. Active use of the Jesse Collins meeting room continues to grow with regular meetings being held there by a sewing group and a gardening book club. • Plant Swap. Donations collected at the recent plant swap event have raised £50 for Exmouth in Need. Well done Kate for organising the event. • Peat-Free compost: It was decided that a guide on effective use of peat-free compost would be helpful for plot-holders. JC to research. • Quick books. SS reported an issue with Quickbooks regarding plot holder history, so implementation is currently on hold whilst a resolution is sought. Rent renewals in January will use the EDAA website software administered by John Singleton. This is in the process of being updated to Joomla 4. • Rent book. It was agreed that SS 'owns' the EDAA rentbook so any changes to the structure and running of the spreadsheet should be requested through him. • Rent charges for mid/late season new tenancies. Discussion tabled for July's meeting 	JC SS SS CC	July 2023
10.	<p>Date and time of next meeting Wednesday 19th July 2023 – 6:30pm Venue: Jesse Collins Room</p>	All	