

Exmouth & District Allotment Association Committee Meeting

MINUTES

Venue: By Zoom
Date: Wednesday 16th November 2022
Time: 7pm- 9pm
Attendance: John Barwick, Cheryl Chessum, Councillor Olly Davey, Julia Jacobs, Carolyn Priest, Stewart Shram, John Singleton

Apologies: Janet Cuff, Annie Goodman, Councillor David Poor, Jan wells
Absent:

Chair: Cheryl Chessum

Minutes: Cheryl Chessum

		ACTION BY WHOM	ACTION BY WHEN
1.	Welcome and Confidentiality Statement and declarations of conflict of interest	CC	
2.	Minutes of the Last Meeting The Minutes of the Committee Meeting held on 18 th October 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 Nov 2022
3.	Matters Arising from last meeting <ul style="list-style-type: none"> • Termination of tenancy on Plot HL226B. This plot has now been let and there has been no sight or contact of previous tenant. Matter closed. • Site wide plot inspections. Pound Lane inspections are taking place on 12th December. HL inspections are underway and ongoing. • Adapted beds project - grant applications. Both applications have now been submitted and we will await the outcome. • CCTV Image of HL fly tipping by shop. Agreed message will be sent out asking person to remove this 	CP/JJ CC/JB	End of Dec 2022 End of Dec 2022
4.	Chair's Report <ul style="list-style-type: none"> • Adapted beds update – Today was the first day of the works on the adapted beds project and the Committee were shown photographs of the progress so far with all the site cleared and old growth removed. • AGM date and location. Date now confirmed as 4th March at St John the Evangelist Church Hall at 10am. • Hybrid Approach to committee Meetings. CC reported that we need to seriously consider returning a mixed approach to Committee meetings. Members were asked to think this through, and the item would be tabled for more in depth discussion at January Committee Meeting. 	CC	Jan 2023
	Secretary's Report		

	<p>Applications for Structures.</p> <ul style="list-style-type: none"> HL175 Greenhouse. Approval Pending. Dependant on safety material being used in glazing. Site Coordinator to follow up 	JJ	End of Nov 22
6.	<p>Treasurer's Report – Update on financial position</p> <p>Balances Management Account – c £33500 Plot Deposits Account – c £14100 Club Account – c £2250</p> <p>Annual Report and Accounts – as at 30-06-22</p> <p>Management Account Deficit of £7055 in line with revised Budget which includes additional capital expenditure not originally allowed for.</p> <p>Water Charges – c £13000 General Expenditure – c £29500</p> <p>Adapted Plot Expenditure – c £5600 Adapted Plot Income – c £5150 to date from grants</p> <p>Plot Deposits Account increased to reflect higher Plot Deposits and to bring it in line with the Rent Book. Agreed at 12.00 per rod from 1st Jan 2023 for new lets to cover increased costs for rubbish removal and restoration where needed.</p> <p>Club Account Trading Profit – c £2100 ie around 11% (our aim was to achieve between 5% and 10%) Deficit – c 4550 reflecting refurbishment costs of around £8000</p> <p>Budget 2022 / 2023</p> <p>Management Account Projected Deficit – c £11000</p> <p>Adapted Plot Total Cost – c £14560 75% = £10920 25% = £3650 Balance Required = c £5820</p> <p>Rent Renewals 2023 Dates for collection agreed at HL and PL 7th, 21st and 28th January 10.30- 12.00 HL 22nd January 10.30-12.00 PL</p> <p>- Rent Book has been updated to reflect increase in Rents per rod No Rent payments to be made to the shops outside of the notified collection dates</p>		
7.	<p>Maintenance Pound Lane The summerhouse roof has now been replaced and is watertight</p>		

	Hamilton Lane Nothing to report		
8.	Site Co-ordinators reports Pound Lane <ul style="list-style-type: none"> • <u>New padlocks</u> A small number of members have yet to come forward to collect a new key for the changed padlocks and it is expected this will happen when they cannot access the site. • The first winter working party was held last week and cleared a lot of bramble and lifted carpet at the bottom of the site adjacent to Pound Lane boundary. The path area was cleared, and wood chip added and generally tidied. • 4 plots available. 2 of these are high up on the site and difficult to let. • Two plots are being vacated this year end and as there is a large polytunnel and a lot of growing space available it was agreed that time will be taken to consider the best use of this space for the PL community. Hamilton Lane <ul style="list-style-type: none"> • 3 half plots to be allocated by Christmas. • One plot is at risk and a termination process started • Inspections continue but weather conditions are proving a challenge • There is a legacy issue where plots have one tenant but are held on the rent book separately this will be reunited into one plot. 	CP JJ JJ	Ongoing Ongoing Dec 22
9.	Any Other Business <ul style="list-style-type: none"> • CC announced to the Committee that JB Treasurer will be stepping down from the role on 4th March 2023. CC noted his prodigious effort in raising the financial management to a much higher standard and producing coherent legible accounts was a major contribution to the management of EDAA. OD also thanked and commented JB on his accessible but thorough accounts. JB has also offered EDAA support across lots of aspects and fully supported the continuous improvement plan with judicious use of funds to make improvements across the site and facilities 	CC	4th March 2022
10.	Date and time of next meeting Wednesday 18th January 2023 – 7:00pm All until further notice by Zoom.		