

**Western Wards Allotment Association  
Annual General Meeting 2021  
held on Thursday 27 January 2022 at 7 pm  
At St Mary's Church Hall, Church Road, Warsash**

Present during the meeting:-

WWAA Trustee

Richard Bastow, Chairman of WWAA Trustees

WWAA Management Committee Members

Paul Rann, (Acting Chairman & Treasurer) Site Manager, Warsash; (PR)

Julie Prescott (Secretary), (JAP), Plot holder at Sarisbury Green

Keith Johnson, Site Manager, Hunts Pond Road; (KJ)

Alistair Barnett, Site Manager, Site Manager, Hunts Pond Road (AB)

Martin Barnett, Site Manager, Hunts Pond Road (MB)

Gill Rock, Site Manager, Warsash (GR)

Martin Wheeler, Site Manager, Sarisbury Green (MW)

Robin Green, Site Manager, Sarisbury Green (RG)

**1 Persons Present**

There were a total of 33 WWAA members attending the meeting. The number of members present met the requirements of a 'quorum of 10' in accordance with paragraph 9.5 of the Constitution.

**2 Apologies for non attendance**

Avoen Perryman, Chair, John Parsons, Site Manager, Posbrook and Trading Hut Manager, Sandra Milam, Site Manager, Lodge Road, 2 Plot holders at Warsash, Mike Roberts 25A and Wendy Wood 33, Rosemary at Sarisbury Green, Gordon Neilson and Richard Elkin

**3 Minutes of the previous Annual General Meeting 25 February 2021**

- 3.1 Minutes of the Annual General Meeting, held on 25 February 2021, were agreed as a fair and accurate record.

**4. Matters Arising**

- 4.1 No matters were arising from the last AGM

## 5 Chairman's' Reports

### 5.1 Report of the Chairman of WWAA Trustees for 2021 – Richard Bastow

It certainly has been a very different past year and my thanks and those of the other Trustees go to the hard working members of the committee for keeping things going.

Meetings have taken place remotely and kept the business running, thank you to all of the WWAA for doing a great job.

It is the first face to face meeting for 2 years and thanked everyone for attending.

AP is fine, he could not attend due to having COVID and explained that AP has to stand down as Chair as he has moved out of the area and he cannot continue as Chair as the rules don't allow it.

This means that we are now looking for a new Chair and that in the Interim RB will take on the role, but as a Trustee RB does need to be independent.

### 5.2 Report of the WWAA Management Committee Chairman for 2021 – Avoen Perryman (Read by Paul Rann, Acting Chairman for the AGM)

PR read the AP's report, See Appendix 1.

The key highlights that PR read are:

Despite the challenges and hardships that covid-19 has presented us with, I have been heartened time and again since March 2020 to see so many of our tenants benefitting from the joys of allotmenting at a time when we needed it most. PR said it was great that we could continue during lock down.

I did take on this role with the intention of achieving several key objectives, all of which I am pleased to say are either achieved or very near completion.

You will be glad to hear that we have prepared and written an application to the Charity Commission for the WWAA to secure CIO status. This required various governance updates including a new constitution, the introduction of a Disciplinary & Complaints Policy, and many other small tasks and checks which are now almost ready for submission.

The application is only half the battle however, and due to the timing of my standing down, I am handing over the submission of our application to Robin Green who will no doubt notify you all once we have received confirmation from the charity commission. This phase of the application should take around 6 months to complete, so please bear with us, but rest assured that significant progress has been made and with all going well, our next AGM should be held as a fully registered CIO.

When I took on the role of Chairman, I also wanted to help the Association to secure additional funding through community grants that would benefit our

members. I am pleased to say that we have managed to secure an additional £2,000 worth of funds for the Association over the last 11 months, which has gone towards the long-awaited installation of fencing at Lodge road, and the soon-to-be arriving toilet at Sarisbury Green.

Though I am leaving the role of Chairman behind, I am always happy to offer advice and guidance to the Association when it comes to grant funding, so I hope to remain in contact in this respect as time goes on.

With a tremendous amount of thanks to our team of 9 site managers – Paul, Gill, Robin, Martin, John, Sandra, Keith, Martin and Alastair – all 5 of our sites have undergone some well-needed maintenance and repairs over the last 11 months.

With new fencing installed, additional woodchip & manure bays erected, and significant drainage upgrades taken place, these are just a few of the many projects undertaken by our dedicated team of voluntary managers, without whom, the sites would simply not function.

I would also like to thank our volunteers at the trading hut – Norman and John – for keeping the site well-stocked, open for business, and generating funds to help keep the Association ticking over. And I would also like to thank Norman and Stewart for maintaining the mowers and other items of equipment across the sites, without which our grass would be very high!

I'd also like to say thank you to Julie and Paul for all your help and support over the last year, I really do appreciate it and will miss working alongside you both.

There were no questions for PR.

## 6. Treasurer's Report – Paul Rann

PR read his report, See Appendix 2.

The accounts for year ending 30th September 2021 have been prepared, independently inspected and are presented to the members for approval.

At a summary level the Association generated a small trading deficit of £468.76 for the year, which after adjustments which I will explain in a moment we did end up with an overall surplus of £1,057.92.

The net assets of the Association at the financial year end are now just over £50,000, with 80% of these assets held in cash, so we have a good liquidity position.

The allocation of costs and income in the accounts has been changed this year. Previously we were operating a system of allocating some but not all income and costs relating to the Posbrook site against the Trading Account which also covers the Shop account. These costs and income were then subject to a system of deferral and accrual to take into account the rent collection and rent payment for Posbrook is half way through our financial year.

In agreement with the management committee, we have streamlined this so all Posbrook Income and costs are shown in the Trading Account and we have also removed the system of deferrals and accruals. This has led to a positive balancing item in the balance sheet as we have an undeclared surplus from previous years.

Income from plot holders rent and membership fees across the sites excluding Posbrook marginally decreased by £222 in the year, although we had a small increase in membership fees.

Our costs significantly increased last year as we invested in our sites and also completed the remedial work on the water systems required by Southern Water.

The water upgrade work has been completed and signed off by Southern Water and we had costs of £4,374.18 in the year for this work. These costs all relate to materials and on behalf of the Association I would like to thank all our members who contributed their time and skills to completing the actual upgrade.

The charge was led by Keith Johnson at HPR with the support across the sites from the site managers with support from other members such as Gordon Neilson, Richard Elkin and Phil Lever, to name but three.

A huge thank you to all involved. Our other big capital spend project of the year was for new fencing at Lodge Road. This was needed to improve the security on the site and costs came in at around £4,600. We did receive a grant from Councillor Sean Woodward of £1,000 towards this which was and is much appreciated.

Outside of this all sites had an ongoing programme of maintenance and upgrades and in most cases, these are completed with time provided by plot holders and this helps us to manage our costs and keep the sites to a good standard.

Avoen, in the Chairman's update has thanked all plot holders who have contributed their time to helping out with the maintenance and improvements on our sites and I echo this, it does make a difference to us financially.

Within this my thanks to all the site managers for their help in managing our expenditure and also delivering and collecting the annual rents each year.

There were no questions

## 7 Honoraria

- 7.1 The Chair of Trustees RB Chaired this part of the meeting at 7.30 pm, the Committee left the meeting to discuss payments with the attendees. Following discussions the Committee were invited back to the meeting at 7.45 pm
- 7.2 The current level of honoraria for 2020/2021 was agreed as £320 to all Committee members

## 8 Election of Officers

- 8.3 With the exception of the Chair, All committee members stood for re-election, no new names had been put forward. The decision was proposed by Trevor Jones from Hunts Pond Road and Seconded by Clive Prescott from Sarisbury Green no one was against.

## 9. Proposed Amendment to Tenancy Agreement

Alistair Burnett from HPR put forward the proposal:

Tenancy Agreement Amendment: Page 11 Section 11 para 11.1 to amend from:  
"11.1 All dogs brought onto the allotments or any part of the site are to be kept on a short lead or otherwise restrained at all times"

AB said he has been on HPR for 32 years and he thinks its unfair to keep a dog on a lead as per what is detailed in the constitution.

AB proposed to change the Agreement to:  
"11.1 All dogs brought onto the allotments or any part of the site are to be kept under control at all times"

RG put himself forward in support, based on the years he has been a Site Manger that he has had 1 occasion to speak to a Tenant about their dog being left off a lead. RG said he felt the current rules are too rigid and should be at the discretion of the Site Manager.

Discussions took place on Public Liability Insurance in case a Dog escaped, where would the committee stand if a dog gets out?

The definition of control was given by AB as 'if a dog is not running around the allotment, its under control'. After several more discussions the decision was made to change 11.1 as follows:

***11.1 All dogs brought onto the allotments or any part of the site are to be kept on under control by the owner, at all times by keeping them on your own plot and your own grass area.***

This was agreed by all members present.

**11 AOB**

Is permission required to bring a Scout Troop onto an Allotment site for the purposes of helping out. It was noted that there is no ruling, they are allowed and there is no restriction on the numbers allowed.

Terry Stanley at LR raised a question about Anti Deer Fence at LR, and asked on how high could they keep the hedge at the fencing was stopping plot holders trimming the hedge?

The question was asked if they can have chippings and manure on Lodge Road, stating that there seemed to be a reluctance to have them on LR. The advice was given that there are no restrictions and that they have these at HPR and that there is nothing stopping plot holders getting together and organising it.

RG said that at Sarisbury Green they are exploring the Composting Toilets following being given a £1,000 grant from FBC. It was also noted that LR do not have any toilet facilities.

**Action – PR said he will look into that and speak with Site Manager, Sandra Milan and Matt Wakfied at FBC.**

An assumption was made that the next WWAA AGM will take place in November 2022.

**Meeting ended at 8.20 pm**