



Western Wards Allotment Association

Minutes of Committee Meeting held Thursday 5th January 2017

Attendees: Chairman, Trading Hut Manager, Secretary, Site Managers; Posbrook, HPR, Warsash, Sarisbury.

Apologies: Treasurer, Site Managers from Lodge Road, Alastair Burnett from HPR.

Reports

Chairman: The Chairman opened the meeting at 19:30 with a public acknowledgement of the committee's appreciation in not only the years of service by Gill Rock but especially for stepping into the Secretary role on the sad demise of Pat Metcalf, and presented a card and voucher in recognition.

The Chairman provided copies of the new lease and draft agreement issued by Fareham Borough Council (FBC) in January. A hard copy was provided for those not present and agreement to pass a copy on was established.

All are required to submit feedback via the Secretary for collation by 20th January. A discussion document will be circulated by the Secretary to enable all to highlight topics in need of detailed discussion by w/c 23rd January, so that a final draft can be submitted to Parks at FBC by 27th as requested.

The provisional date for attendance at the FBC offices is 8th February for consultation. The Chairman is requesting provision of a meeting room ahead of the 1400 time slot for the main consultation. All members are invited.

Date of the next meeting is dictated by outside work commitment and will be 19:30 on 2nd March at Lockwood Community Centre.

The Secretary to see what can be achieved with a date for a future meeting that suits everyone.

Trading Hut: Expected bulk delivery was in hand together with sourcing new and established "stock" for the season including new netting and draft excluder. The shop will reopen on the 24th January.

Treasurer: Work continues with relevant Site Managers to ensure all rents are received.

Payments cleared since November Meeting:-

General Account

Hall Hire – AGM	£36.00
Hall Hire – November meeting	£18.00
Fencing - Lodge Road	£28.00
Water – Posbrook	£34.45
Mower Repair - HPR	£27.48
Stamps –Lodge Rd/Sarisbury	£24.75
Drain - HPR	£162.00
Honoraria	£1500.00
Total	£1830.68

Site Reports

Warsash: A replacement strimmer means that risk assessments and operation instructions need to be reviewed before any equipment is operated across all sites. Some plots are available, no people waiting. SEE ALSO AOB below.

Sarisbury Green: Considerable attention needed to resolve bramble difficulty (in hand), in the process of obtaining competitive quotes. Some difficulty with a notorious late paying tenant, Treasurer to assist. One empty plot, one on the waiting list.

Request for skip – reconfirmed as a Site Manager discretionary item.

HPR: Repairs after break in completed. A couple of tenants have not yet paid - in hand with Site Managers.

Posbrook: Water and other maintenance charges having been assessed and the proposed rental of £6/rod will enable the site to become self- sufficient. Two vacant plots, none waiting.

Lodge Road - No report.

AOB: There was general agreement that a procedure for tender and purchase should be adopted.

Discussion time was constrained and carried forward to the next committee meeting.

The Meeting was closed at 21.30.

The next Committee Meeting will be held on 2nd March 2017.

Items for next meeting agenda.

- Risk Assessments
- Health & safety
- Purchase procedures and seeking site work tenders
- Preferred contractor status
- Archive WWAA business on the web site privileged access only
- WWAA site e-mail and deputy access
- Site specific issues: car parking
- Plot clearance following end of tenant lease agreement