



**Western Wards Allotment Association  
Minutes of Committee Meeting  
7pm Tuesday 7<sup>th</sup> January, 2020  
Warsash Victory Hall**

**Present:**

Bob Hughes (Chairman), Gill Rock (Warsash), Robin Green (SG), David Whitlock (SG), John Parsons (Posbrook), Keith Johnson (HPR), Alistair Burnett (HPR), Phil Pike (Treasurer), Richard Bastow (Trustee)

**Apologies:**

Mike Roberts, Martin Barnett (HPR), Sandra Milam (Lodge Road)

**Matters arising from previous meeting minutes:**

JP asked if a trustee meeting was held in December - scheduled as detailed in the November meeting minutes. The meeting was postponed.

**Trustee's Report – Richard Bastow.**

Richard reported that a trustee meeting will be scheduled January and will be used to discuss action items for the coming year, including progression of CIO application.

**Chairman's Report:**

- The Chairman wished the membership, committee and trustees a very happy and productive new year and thanked those members who attended the AGM. The numbers were disappointingly small but very enthusiastic.
- As stated at the AGM, the current chairman, Bob Hughes, will not be standing for re-election this year; offers of interest to take on the position this year are invited. Ideally, he would like to handover before the next AGM. Please call or email the chairman for an initial discussion. He has found the role very personally rewarding and great experience.
- The chairman has looked at the potential use of SharePoint document management system for WWAA to improve clear, common and accurate sharing of information, security and GDPR compliance of our documentation and a far more economical alternative to Colony. Microsoft SharePoint is the industry leader in cloud computing. The cost is £4.56/month/user. WWAA now has one subscription with thanks to Keith Taylor for help with the set up. The Committee was asked to initially fund three subscriptions for the chairman, treasurer and secretary. As well as SharePoint for storing WWAA documents, Microsoft online services also provide browser access to Office products and email which would be a great facility to ensure the committee has the latest software and protection. A short video presentation provided an insight to the SharePoint system. The motion was seconded by John Parsons and approved by the committee with one abstention, for initially four licences for the treasurer, secretary, chairman and chair of trustees to begin a trial before a wider role out.
- A wider discussion followed regarding banking access, controls and online and card payments for services.

**Treasurer's Report:- Phil Pike**

The Bank Balances as at 20<sup>th</sup>. December 2019:-

General Accounts	Current	£30222.66
	Deposit	£ 6484.47
Produce Accounts	Current	£15530.04
	Deposit	£ 1235.17

## Payments cleared since November Meeting:-

General Account	HPR	Keys	£	31.00
	LR	Stamps	£	7.00
	POS	Water	£	257.90
	SG	Water	£	123.90
		Stamps	£	29.98
		Skip Hire	£	331.20
	WAR	Water	£	404.54
	O/Head	Hall Hire-AGM	£	30.00
		Nov Meeting	£	15.00
			<b>Total</b>	<b>£ 1230.52</b>
Produce Account		Stock	£	595.54
		<b>Total</b>	<b>£ 595.54</b>	

**Notes:**

- **Sarisbury Green Water.** The figure above is the sum of two meters, both estimated. One runs from 30 July up to 11 October. The other is from 31 July up to 11 November.
- **Posbrook Water.** From an estimated reading on 9 September to an actual figure on 1 November.
- **Warsash Water.** From an estimated reading on 17 July to an actual figure on 30 November.

**Committee Discussion:**

- Income data per site was provided by the treasurer to assist site managers with their budgets for this financial year; a wider budget review is planned for the March committee.
- A review of the association's banking facilities is to take place to improve the service for the committee and backup access while maintaining current levels of accountability.

**Items for Discussion:**

- No agenda items.

**Site Managers Reports:****Posbrook – John Parsons**

- At present there is full occupancy and one on the waiting list. Other than a lot of water flowing from the gutter system nothing else.
- John requested approval to sign the new contract with the diocese for the Posbrook Lease. The committee approved. Rent is likely to increase to £9/rod to cover the lease cost increase and water.

**Site Shop: John Parsons**

- FBC is to carry out an asbestos survey to the site shop on the 12th January. No issues are expected. Shop delivery received and thanks to helpers for unloading.

**Warsash – Gill Rock**

- No waiting list, 5-6 plots available.
- We had a visit from the lads doing community pay back. They effectively cut two tall hedges and cleared an area over-shadowed by large trees. The debris was piled up ready for some big bonfires.
- Ben Spraggon with his mini digger, assisted by Bob, Richard Elkin and Gordon Neilson has prepared the area, previously a hedge, for grass seed. This will be done shortly.
- A tenant, Harri Howells is continuing to renovate the main hedge. The plan is to change the hedge to a row of trees. With no lower branches, cars will not get scratched and maintenance will be considerably reduced. Hopefully other tenants will help move the debris to a vacant plot ready for burning.

**Sarisbury Green - Robin Green and David Whitlock**

- Two plot vacancies, 11a2 (5 rods) and 38a (7 rods), are currently available for lease at Sarisbury. There were an unusual number of vacancies in the autumn period but this had nothing to do with rent increases.
- In September 2019, there were 14 persons on the waiting list. At the time of preparation of this report in December, all available plots, vacated during the autumn, had been re-let and there was just one person on the waiting list.
- Having liaised with the Treasurer in December, it was ascertained that there were six non-payments of rents. These have been followed up as well as three new starters in November who had not yet received rent renewal notices.
- One issue had been referred to the November 2019 AGM by a Sarisbury female tenant complaining about the recent rise in rental fees which was dealt with at the meeting and the issues recorded in the minutes.
- The same tenant, when required to dispose of 33 tyres on her plot in December or hand them over for disposal, is appealing against the decision. However, when that has been dealt with, in accordance with established processes, failure to cooperate in a reasonable time will result in a rectification notice/disposal of the tyres.
- The programme of work to improve the Sarisbury Green allotment site continues. In December, a supervised team of CPBS operatives was used to dismantle two dilapidated sheds in a dangerous condition and dispose of a huge amount of plastics, metals and other non-combustible material in a skip, hired for the purpose, from L&S Waste Contractors.
- It is unfortunate that during the shed dismantling process, a number of what appeared to be white asbestos corrugated sheets were discovered lying across the flat roof of one of the sheds which was overgrown with ivy. They were not discovered during a risk assessment process undertaken before the work commenced.
- The whole and undamaged sheets were removed by the CPBS supervisor and put to one side before notifying the site managers. This was clearly an error as work should have been stopped and an expert contracted to examine the material and dispose of it as appropriate.
- FBC arranged for a company to remove and properly dispose of the sheets at an approximate cost of £280.
- A winter newsletter will be circulated to all plot holders in due course and referred to Rona Neilson for web publication.

**Committee discussion:**

- Site Managers are responsible for maintaining an asbestos register for their sites and compliance with Control of Asbestos Regulations 2012. If in doubt seek advice from an expert.

**Marketing – Martin Barnett**

- Currently, the only activity is the monthly blog in the Warsash Parish News, but the marketing sub-committee is due to meet next month and report to the committee at the next meeting.

**HPR – Keith Johnson**

- 18 vacancies, 16 waiting and letting will now commence following the holiday period and hopefully drier weather. No planned projects but tentatively looking to purchase a container for site storage.

**Lodge Road – Sandra Milam**

- No report.

**AOB: None.**

Next committee meeting March 10<sup>th</sup> at the Victory Hall.