



**Minutes of Committee Meeting
7pm Tuesday May 8th, 2018
Newbury Rm, Warsash Victory Hall.**

Present

Sandra Milam (Lodge Road); Phil Pike (treasurer), Bob Hughes (Chairman), Keith Johnson (HPR), Gill Rock (Warsash), Alistair Burnett (HPR), John Parsons (Posbrook), Robin Green (Sarisbury Green, SG).

Apologies: Martin Barnett (HPR), David Whitlock (SG).

Minutes of previous meeting – Approved by committee.

Chairman's Report

- On 14th April WWAA were the guests of Locks Heath Shopping Centre Home & Garden Show. The stand, covered by committee members and helpers was successful and generated enquiries resulting in our sites returning to full occupancy and generating manageable waiting lists. More recently Abshot Family Fun Day hosted WWAA again on the 6th May. WWAA will also be present and the next LHSC Home & Garden Show on Sat 26th May and Sarisbury Green Show on Sat 9th June. Many thanks again to Abigail Harrison for developing the poster campaign used for these events and posting in local stores and garden centres and too all the other members who helped.
- General Data Protection Regulation GDPR changes come into effect on 25th May 2018 and require consent to continue holding tenant information. An update to WWAA policy is progressing. Allotment holders will be communicated with soon and asked to opt in with their rent renewal.
- Charitable Incorporated Organisation CIO status for WWAA continues.
- Keith and Bob met with Avoen Perryman who has volunteered apply for National Lottery Funding for WWAA. Sites have been asked to provide list of Projects they would like to be included in the application.

Treasurer's Report

Payments cleared since March. Meeting:-

General Account	Insurance	£	90.00
	RHS Affiliation Fee	£	35.00
	RHS Visitor Card	£	10.00
	Shed Base – Sand L	£	36.50
	Marketing Materials	£	156.21
	Tree Cutting Posbrook	£	850.00
	Total	£	1177.71
Produce Account	Stock	£	829.65
	Posbrook Rent-2018/19	£	600.00
	Total	£	1429.65

We have received a RHS Affiliated Societies Information Pack which Bob will circulate to the Committee via e-mail. This is an update on the previous benefit information including use of the Visitor Card which was previously only valid for Wisley. Posbrook Tree Cutting is for three years. Posbrook Rent to the Church of £600, paid from the Produce Account, will be covered by the General Account.

Trading Hut:

Recent sales have improved and are now in-line with last year.

It was agreed that Safety Data Sheets be available for shop products and a reference file will be compiled by John.

Warsash:

- Four plots recently let, and the site is full with four waiting.
- A number of water tap supports need to be repaired and quotes for work will be sought.
- Late plot inspections have resulted in a number of rectification letters sent.
- Gill raised a couple of questions regarding tenancy compliance and it was agreed, probationary tenants who are failing to meet the required plot standard be subject to the Tenancy Breach Procedure. It was also agreed, tenants who have previously been issued a rectification notice and who continue to fail to meet the required plot standard will, after a verbal warning, be issued with eviction notice.

Posbrook:

- Site full, no waiting. Inspection resulted in the issue of one rectification letter.

Hunts Pond Road:

- Four waiting and one vacant plot to be let soon.
- Plot inspections noted lack of pathway grass cutting to be a problem; tenants will be sent a reminder e-mail.
- Tree surgeon contractor (Shawyers) attended site without notifying Site Management in advance for access to carry out works on behalf of FBC. It was noted that damage to fencing occurred about the same time. Site Manager to notify FBC Tree Officer on the standard of work carried out.
- Chairman and Site Managers have received complaints of flooding. It has been made clear that drainage improvement plans will be implemented later in the year (October) for rows 25 to 31, subject to Committee/AGM approval and sufficient volunteers coming forward to assist with the work.
- A website member-only area was discussed. No action was agreed at this time.
- Request to be sent to WWAA webmaster to remove Site Security website notice until it has been updated.

Sarisbury Green:

- Site full, four waiting. Plot inspections report continued improvement to the site tidiness. A few plots are in a poor state but with a return to waiting lists there is now an opportunity to encourage plot improvement or turnover.
- FBC tree Surgeon contractors carried out maintenance as agreed with the Council Officers in the autumn.
- A second water meter has been identified and readings noted from both.
- Bees at the south end of the site are to be replaced by a colony managed by a Sarisbury Green tenant after renovating the approved position.
- Spring Newsletter has been published by David and Robin and posted on the website.

Lodge Rd

- One waiting and one expected to give up.
- Fencing repair quote approved to proceed.

Tenancy Agreement:

The final tenancy agreement revision has been finalised and approved by FBC. Distribution options were discussed and it was agreed to mail to tenants at rent renewal time. This will be posted on the website.

General Data Protection Regulation (GDPR):

Policy document drafting continues, and it was agreed to distribute along with a covering letter at rent renewal time.

AOB:

Gill shared an abridged version of the key points of the tenancy agreement that may be used on site notice boards.

Meeting closed: approx. 9pm

Next Committee meeting: Tuesday 3rd July 2018 Newbury Rm, Warsash Victory Hall.