



**Western Wards Allotment Association
Minutes of Committee Meeting
7pm Tuesday 5th November, 2019
Warsash Victory Hall**

Present:

Mike Roberts, Gill Rock (Warsash), Martin Barnett (HPR), Keith Johnson (HPR), Alistair Burnett (HPR), John Parsons (Posbrook), David Whitlock (SG), Sandra Milam (Lodge Road), Phil Pike (Treasurer), Richard Bastow (Trustee)

Apologies:

Robin Green (SG)

Matters arising from previous meeting minutes: None.

Chairman's Report:

- A warm welcome to Mike Roberts of Warsash who is interested in the secretary position and has been invited to the meeting. Role description shared and link below.
- Next year's committee dates have been circulated and are as follows: 7th January; 10th March; 5th May; 7th July; 8th September; 3rd November 2020 at Victory Hall Newbury Rm, same time as usual 7pm. New Victory Hall manager and contact is Karen Segrott.
- At a meeting on 3rd October re Sarisbury Building Project held with Aveon Perryman, Ian Power, Robin and Bob, Aveon agreed to work funding options while Ian costings. Robin and David's proposal document was presented to the trustees.
- First trustee meeting was held on the 22nd October and discussed the following items:-
 - Draft CIO constitution completion, consultation and application/approval timeline;
 - Draft accounts review;
 - Budget review;
 - Colony and GDPR;
 - Sarisbury Building Project.October Trustee meeting minutes sent with November committee agenda.
- John asked: who would be Chairperson of the trustees? Richard Bastow responded that he would take the role. Action for Richard to take on the role for the next meeting scheduled in December.
- John questioned why the trustees had been presented with the Sarisbury Building Project document before the committee. Chair responded that the trustee meeting occurred before the committee meeting and, in their position of responsibility for correct governance of the association, their comments would support committee discussion. Had the committee met beforehand they would have discussed the project first.
- The Sarisbury Building Project was debated; the committee generally supporting the provision of a toilet, and concluded with the committee requesting Sarisbury Site Managers scale back the current proposal and provide construction and estimated operating costs to ensure they are within site maintenance budget. At this time, the committee are undecided how capital projects would be funded and the current rules and constitution make no provision. The chair made it clear that external funding depends on achieving CIO status with a new constitution and will influence the outcome of such projects or future development of the association.

Carried forward actions from September committee meeting:

- Site Manager Job description shared with Committee Members for review.
<https://1drv.ms/w/s!AoG7c2KsuzvOhhjcMq6Eo9QHovFM?e=0ndgx1>
- Secretary Role Description for reference.
<https://1drv.ms/w/s!AoG7c2KsuzvOhiSlaapiVB8nD8jt?e=Ew9qiA>

Treasurers Report:

Payments cleared since September Meeting:

General Account	HPR	Padlock	£	29.98	
		Water	£	918.33	
		Tree Removal	£	576.00	
		Rat Poison	£	17.40	
		Stamps	£	81.22	
		Water Repair	£	11.38	Total £1634.31
	POS	Water	£	45.82	Total £ 45.82
	SG	Round Up	£	70.32	
		Fuel	£	38.26	
		Wasp	£	4.87	
		Strimmer Wire	£	6.28	
		Stamps	£	14.64	Total £ 34.37
	Warsash	Mail Box	£	20.00	Total £ 20.00
	Overheads	Hall	£	15.00	
		Auditor	£	52.00	Total £ 67.00
			Total £	1901.50	
Produce Account		Stock	£	598.93	
			Total £	598.93	

Notes:

- 2018/2019 End of Year Accounts: Due to ill-health, this year's audit will be undertaken by John Francis who is conversant with WWAA Accounts as well as Swanwick Lyons etc.
- Finalising of Accounts is nearing completion. They were recently presented in an unaudited form to the Trustee Meeting with a known problem.

Items for Discussion:

- Lodge Road income and expenditure budget figures required. Action: Keith, Phil and Sandra to finalise before 2019/2020 expenditure approved.

Site Managers Reports:**Lodge Road – Sandra Milam**

- No vacancies, two waiting.
- Hedge cutting is behind schedule; Sandra will contact FBC. It is planned to use CPBS for internal hedge cutting in the coming season.

HPR – Keith Johnson

- Several rectification letters were sent out and three plot holders have been evicted.
- Site managers repaired an underground water leak on row 34, which involved digging down approx. 3ft and digging along the pipe (thankfully only about 4/5ft) to find and repair the leak.
- The boundary hedge has been cut, however a complaint was sent to FBC about the hedge along Netley Road, as had requested for it to be reduced to approx. 7/8ft. This has not been done and the hedge to the right of the main gate hasn't been cut at all. Scheduled for a re-visit.
- After a complaint from a resident in Kites Croft a few months ago concerning a large apple tree, it was felled on 16th October. The smaller branches were shredded and put in the site compost bin. The tree surgeon cut up the main trunk and larger branches to manageable sizes for plot holders to take away and use in log burners. The stump was then ground out to avoid any tripping hazard.
- There are still some rent renewals outstanding, Treasurer to give update.

- Several plot holders have reduced their allotment holdings and several have given up due to ill health, which means there are currently 16 vacant plots. However, there are 15 on the waiting list, but Martin has contacted several with no reply. Some of those vacant plots will require a lot of clearing! We will be contacting Ben Spraggon for some assistance.
- The site water was turned off on 1st November; readings submitted to the Treasurer.
- Rent return progress was requested by Keith from Phil.
- Wheeled Strimmer will be added to HPR annual budget for purchase in the coming season.

Posbrook – John Parsons

- At present there is full occupancy and no-one on the waiting list.
- The water supply has been isolated for the winter.
- The company that issued the contract for Posbrook in August has been contacted asking for a five-year tenancy agreement and to be notified of the costs for this. As this is the main cost, with water second, it will help to generate a five-year maintenance plan. They have declined to enter into a negotiation on the length of tenancy which will stay as three years and the cost will be £675 per year. John has questioned why there is such an increase and await their reply - the reply is that it is in line with RPI.
- Water usage has increased again this year, as expected for all sites. Along with Southern Water's annual rise it is expected that we have to charge £2 per rod for water for next year. This will be reflected in rental renewals for next year which will be £9.00 per rod, to cover all known costs. A reduction in rent renewals next year is expected due to the cost.
- No projects are planned at present.
- Coach Hill fence boundary is unclear, particularly with regard to responsibility for hedge cutting - John will contact FBC to clarify.

Site Shop – John Parsons

- FBC carried out a fire compliance audit in September which we passed with no CARs/ observations raised and closed the observation raised on the last audit.
- John has been advised by two suppliers that most fertilisers will have a 9% increase on their base cost from January next year. We will receive our fertiliser order in December.
- John has ordered potatoes from a different supplier for next year; this has reduced the total cost by £110. The Trading Hut web page has been updated to include the types of potatoes we will be selling next year together with the dates the shop will be closed. Phil has had the finance and stock records for the year.
- The Trading Hut will be closed from December 15th to January 26th.

Warsash – Gill Rock

- Three vacant plots, one on the waiting list. A notice has been placed on the gate saying, 'plots vacant'.
- As using turves to cover a difficult area left when FBC removed a hedge proved expensive, preparations to use grass seed are underway.
- Following a complaint from a neighbouring resident about blockage to drainage, this was cleared by Gordon Neilson, with gratitude from Gill.

Sarisbury Green – Robin Green and David Whitlock

- Two vacant plots - 38a and 11a2 - tenant vacated without notice leaving a large chicken coup on the plot.
- Three long term plot holders unexpectedly vacated their plots for personal reasons and we have now exhausted our waiting list to just one. There have therefore been an additional five plot holders join us by creating smaller five rod plots from larger ones. Eight persons recently appointed as new plot holders.
- All rent renewal documents have been delivered to plot holders.
- Following the submission of our 2019/20 financial budget document, we would seek to use the 2018/19 balance, amounting to approx £800, for project purposes.
- A complaint was received from a resident in St Paul's Road about a bonfire; this has since been dealt with.
- Project for an Allotment Communal Building and toilets - Following a positive consultation with FBC and report from Chartered Surveyor Ian Power, a project report has been submitted to the Chairman and circulated to Trustees and members of the committee.
- Development of the allotment site corner area - Barnes Lane/St Paul's Close - Weed control has been applied by a licensed sprayer and found to be very effective but may need a second coat in due course before sowing wild flower and grass seeds.

- The programme to improve the site appearance continues. There is a large amount of non-combustible rubbish at the north end of the site for which a skip will be required. This involves removing metal, plastics and disused sheds/greenhouse for which there are no owners. The work may require the use of CPBS Operatives to complete it.
- The Autumn newsletter has been circulated to all plot holders and published on the WWAA website.

Marketing Sub-Committee Report – Martin Barnett

- Warsash St Mary's Parish News now hosts a WWAA blog.

AGM:

- AGM at St John's Church, Church Road, Locks Heath in the Main Hall from 7.30pm. Please arrive early 7pm to help set up tables and chairs in the main hall. Access is from the carpark on Locksheath Park Road.
- Deposit of £10.00 has been paid, the balance of £30.00 is due to the Operations Manager on or before the date of the booking.
- Sometime the week before, (Mon-Fri between 8am-12.30pm) Bob to collect keys for the venue and pay the balance with a cheque to be provided by Phil in advance.
- Bob agreed to finalise AGM agenda and distribute for review and printing by Phil.
- Gill agreed to produce AGM attendance register.
- Phil to finalise accounts and print for AGM.

AOB:

- HPR water meter No 8 was damaged while hedge cutting was in progress.
- John proposed use of the Trading Hut account to fund some of the site's machinery requirements for the coming year. This was agreed as a popular good idea. Phil to ensure these are recorded against each site's budget.

Meeting Closed 8:50pm

Next Meetings:

- AGM - 21st November
- Committee meeting - 7th January 2020.