



**Minutes of Committee Meeting
3pm, Tuesday November 7th, 2017
Warsash Victory Hall**

Present

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

Apologies

David Whitlock

Minutes of previous meeting – approved by committee.

Guest Introductions

Janet Selby, prospective Secretary was introduced and welcomed by the committee and has been nominated for election at the AGM.

Chairman's Report

Members of the Committee and Trustees met on 18th October 2017 to discuss the new lease. There being only minor items requiring further clarification the Committee agreed to the Trustees signing the lease. Clarification in regard to the responsibility and maintenance of large trees is being pursued in partnership with FBC. HPR Site Manager Keith Johnson met on site with FBC representative where it transpired there had been an oversight in clearly defining responsibility. A survey by Fareham Tree Officer is to be carried out. We wait the outcome. Preparation to commence on transition to the requirements of the new lease alongside finalisation and distribution of revised tenancy agreement. Martin Barnett was thanked for his hard work promoting BBC Radio 4's Question Time in Warsash Victory Hall, 7th November. Committee Meetings have been booked next year at Warsash Victory Hall.

Treasurer's Report

Rent collection is nearing completion.
Annual Accounts for WWAA and Shop Trading presented to Committee.
Season-end water meter reading to be taken by each site before next year's bills.
Account balances are higher at this time of year following rent collection but with the anticipated increased expenditure this year, slight deficits appear in the accounts' bottom lines. Accounts to be presented at the AGM.

Payments cleared since Sept meeting:-

General Account	Water Leak repair	£	7.14
	Fuel – Warsash	£	12.38
	Hall Hire - Sarisbury Green	£	15.00
	Stamps – PP for SG	£	47.00
	Fuel –SG	£	19.00
	Lock for container SG	£	34.00
	Stamps - HPR	£	12.32
	Stamps – HPR	£	6.72
	Small items of equipment SG	£	9.84
	Replacement taps – HPR	£	12.82
	Total	£	176.22

Produce Account	£	17.16
	£	475.59
	£	181.66
	£	683.54
	£	181.36
	£	104.99
	£	23.95
Total	£	1668.25

Trading Hut:

Closed 10th December 2017 till 21st January 2018.
Stock take completed. Orders place for coming season.

Sarisbury Green:

Robin Green co-opted as Site Manager until AGM.
11 vacant plots; 8 waiting; allocation under way.
Additional Site Manager requested. Historically the Site has had more than one Manager and this would help improve the Site. Approved.
Skip requested. Approved.
Machinery team in place to maintain mechanical equipment.
Neighbouring resident's tree overhanging site perimeter caused minor damage to plot holder's shed. Site Manager reported the incident to FBC and outcome is to be followed up.

Hunts Pond Road:

15 vacant plots, no waiting.
Fareham in Bloom – Site received Silver Gilt; Plots - 1 Gold; 2 Silver Gilt; 2 Silver; 2 bronze.
Keith met with FBC regarding responsibility and maintenance of boundary trees. Outcome on-going but Fareham Tree Officer to survey all Sites large boundary trees.
147 tyres on site; disposal proposed and approved.
Most competitive hedge cutting quote presented and approved.

Warsash:

8 vacancies. 1 review in progress. Minor vandalism reported and badgers the likely main suspect!
Fareham in Bloom - Site won Silver gilt.

Posbrook:

1 vacancies. No waiting.
Water off. Cemetery boundary hedge cut.
Most competitive hedge cutting quote presented and approved.

Lodge Road:

No waiting. 1 vacancy and part of the plot to be used for new shed.
Request for fence repair; supply and fit shed; shed base and small section of hedge cutting.
Approved.

AOB

AGM 20th November 2017, 7.30pm, preparation under way.
Tenancy Agreement with Committee Members for review with feedback required by the end of November.
Seeking Marketing Opportunities for Allotment- keeping, building on GQT promotion initiative.
Martin will coordinate efforts.

Meeting closed: 5pm

Next meeting: AGM 20th November 2017, St. Mary Church Hall
Committee: Tuesday 9th January 2018 7pm, Warsash Victory Hall.