

Western Wards Allotment Association
Annual General Meeting 2020
held using Zoom facilities on 25th February 2021 at 7.30pm

Present during the meeting:-

WWAA Trustees

Richard Bastow, Chairman of WWAA Trustees;

David Doran;

Edward Weager;

WWAA Management Committee Members

Alastair Burnett, (Acting Chairman) Site Manager, Hunts Pond Road; (AB)

Robin Green (Acting Hon. Secretary), Site Manager, Sarisbury Green; (RG)

Keith Johnson, Site Manager, Hunts Pond Road; (KJ)

Martin Barnett – Site Manager, Hunts Pond Road (MB)

Gill Rock Site Manager, Warsash (GR)

Paul Rann, Acting Site Manager, Warsash (PR)

Martin Wheeler, Acting Site Manager Sarisbury Green (MW)

John Parsons, Site Manager, Posbrook and Trading Hut Manager. (JP)

Sandra Milam, Site Manager, Lodge Road (SM)

1 Persons Present

There were a total of 37 WWAA members attending the Zoom AGM. The number of members present met the requirements of a 'quorum' in accordance with paragraph 9.5 of the Constitution.

2 Apologies for non attendance

John Brailsford, Mark Tucker, John and Pam Barber and Alan Shepherd.

3 Minutes of the previous Annual General Meeting 21st November 2019

3.1 Minutes of the Annual General Meeting held on 21st November 2019 had been circulated to the WWAA membership by email.

3.2 The following accuracy issues were raised:-

- Reference to Lodge Road in the minutes has been inaccurately recorded as Locks Road (page 5);
 - Reference to Trading Hut Secretary should read Trading Hut Manager (page 5).
- The corrected minutes will be published on the WWAA website.

4. Matters Arising

4.1 There was one matter raised relating to CIO status and the CIO Constitution (page 3) The advancement of CIO status has been postponed for further discussion during 2021.

4.2 Acceptance of the 2019 AGM minutes was proposed by the Acting Chairman, Alastair Burnett and seconded by Acting Hon Secretary Robin Green – accepted.

5 Chairmans' Reports

5.1 Report of the Chairman of WWAA Trustees for 2020 – Richard Bastow

It certainly has been a very different past year and my thanks and those of the other Trustees go to the hard working members of the committee for keeping things going.

Since the last AGM, we have seen the departure of two of the Trustees in Bob Hughes and Julia Moffatt. There are now three Trustees: Edward Weager, David Doran and myself and for the time being, this is considered to be sufficient and Fareham Borough Council are content with the current arrangements.

The committee unfortunately saw the departure of the Chairman Bob Hughes (Bob held both the role of Chairman and that of Trustee), the Secretary Mike Roberts and more recently the Treasurer Phil Pike. My thanks go to them all for their valuable contribution during their time of service.

In the absence of a Chairman and Secretary, Alastair Burnett and Robin Green kindly stepped into those roles and have guided the committee through these somewhat different times and kept the schedule of meetings going via Zoom. Paul Rann has more recently assisted with the role of Treasurer, having been co-opted to the committee as the acting second site manager for Warsash. Myself and the other Trustees thank them and the rest of the committee for ensuring that it has as far as possible been business as usual for the Association.

Finally, it is pleasing to see that we have nominations for all the vacant positions and I commend the candidates to you

5.2 Report of the WWAA Management Committee Acting Chairman for 2020 – Alastair Burnett

The Acting Chairman of the Western Wards Allotment Association welcomed members to the delayed 48th Annual General Meeting and thanked members for their 'virtual' attendance.

'I think it's fair to say that 2020 has been the most unusual and challenging year for Association members and your management committee. The AGM usually presents itself as an opportunity for the Chairman to report in person to the membership all sorts of positive events which have occurred during the year and set out a direction for the next year. It is an opportunity for members to ask questions.

However, the year-long COVID pandemic and legal restrictions have resulted in the management committee having to find alternative ways in which to deal with the impacts caused, including, of course, delaying the AGM 2020 and using 'Zoom' on line to communicate.

Nonetheless, your Management Committee has dealt with issues as they have arisen and I am pleased to report that the Association is in good shape. We look forward to continuous improvements in 2021.

I would like to thank the WWAA Trustees Richard Bastow, Ted Weager and David Doran for their support and advice to the Association during the year. Members will be aware that Her Honour Judge Julia Moffatt and Bob Hughes resigned their trusteeship during the year. We thank them for their support to the Association.

I would also thank members of the WWAA management committee for their commitment to the Association during this difficult year. However, as you are aware, there have been some unexpected resignations from key members of the committee who decided to stand down.

In April, 2020 - David Whitlock, Sarisbury Green joint site manager, resigned due to health concerns. I thank David for his support to Sarisbury site and the WWAA. We send him our best wishes.

In May - Bob Hughes resigned from his role as Chairman. For almost nine years, Bob served as WWAA Chairman of the management committee, patiently guiding the organisation towards 21st century management principles, using his knowledge and experience as a senior manager in a commercial company. I am sure there must have been times when Bob experienced frustrations but I thank him for his dedication, patience and fortitude. Thank you Bob for everything you have done over the years you served as Chairman.

In July - Mike Roberts resigned as Hon. Secretary. I thank Mike for taking on this role and wish him well in the future.

In December - Phil Pike, our Hon. Treasurer resigned. I thank Phil for his work as WWAA Treasurer for many years and wish him a long and happy retirement.

With no Chairman nor Hon Secretary, it was necessary to fill these essential posts on a temporary basis until this AGM to maintain the WWAA organisation.

As a Site Manager for Hunts Pond Road, I accepted the role of Acting Chairman and Robin Green, Sarisbury Green site manager, accepted the role as Acting Hon. Secretary until this AGM when Association members have the opportunity to vote for proposed new appointments.

Normally, the members would vote in person for candidates. Exceptionally, the committee has agreed an alternative ballot paper for this meeting. You will note from your ballot paper that:-

- Avoen Perryman, HPR Plot holder, standing for Chairman,
- Julie Prescott, Sarisbury Green plot holder, standing for Hon. Secretary,
- Paul Rann, Warsash plot holder, standing for Hon Treasurer. Paul is also applying to become second site manager at Warsash supporting Gill Rock.
- Martin Wheeler is standing as joint site manager of Sarisbury Green.

All have completed nomination papers within the timescales, have been proposed and seconded. We will deal with the election at Item 8.

Other issues of importance during the year 2020 - During August, September and October 2020, the water supply and standpipes at our allotment sites were inspected by a Southern Water Board agent, in accordance with current legislation. His reports were critical of the outdated facilities and considerable work was required by the Association to bring them up to the required standards.

As the result of excessive quotations provided by commercial companies (remedial work at HPR alone would cost £11,000), it was decided that the work would be carried out using the knowledge and expertise of plot holders. Keith Johnson, HPR site manager led the project, procured the wood, plumbing fittings and insulation.

Norman Hatch of HPR designed the boxing and manufactured all the woodwork. Norman and a friend of Keith's named Phil who is not a plot holder and I carried out the installation. Martin Barnett joint site manager HPR coated all the boxes with preservative paint.

Sarisbury Green and Lodge Road sites have all been brought up to current regulations, the work being carried out by Norman, Keith, Phil, Robin Green and myself.

The work at Warsash was carried out by Paul Rann, Gordon Neilson and Richard Elkin.

I am pleased to report that the work has been re-inspected by the Southern Water Board and has been approved and 'signed off'. I thank all those involved in carrying out the work which has been a major financial saving to the Association.

Despite the pandemic restrictions, the work of managers has continued to maintain the sites. I am pleased to note that, where vacancies have occurred, new members have joined us and you are very welcome.

As well as filling vacant plots, there are lengthy waiting lists at all sites. This appears to have resulted from a large amount of new housing development in the area with small gardens, people with more time for hobbies resulting from working at home and encouragement to grow your own veg from TV programmes like Gardeners World.

It will be interesting to note what happens when COVID restrictions are lifted and life resumes some normality (whatever that looks like in the future).

In particular, the Chairman thanked Robin Green for his work as Acting Hon Secretary during this period.

The next item on the agenda is the Treasurer's financial report. The post of Treasurer is vacant but I call upon Paul Rann to present the financial report for the year ended 30th September 2020 and to deal with any questions.'

6 Treasurer's Report – Paul Rann

'Phil Pike resigned towards the end of last year and we are currently operating without an Hon. Treasurer. Alastair has asked me to cover the key points from the published accounts and, from my limited knowledge, describe what this financial year is looking like.

Income

Our income increased by £4,763 in the year, primarily driven by an increase in income from plot rentals, and reflects the change in fees that was previously applied.

Costs

These were lower than the previous financial year by £2,849, primarily driven by a reduction in site maintenance costs at Hunts Pond Road.

Water Usage

Water costs increased by £258 over the previous year and, at a total cost of £6,025, represent 47.3% of our total expenditure.

I know at last year's AGM there was an interest in water costs per site - so in the minutes I have included these again with the caveat that in some cases the end of financial year bill may have been an estimate but this at least gives a flavour.

Finally, last year Phil showed that the approximate cost per rod for water was £1.80p and this has increased to £1.88p.

Site	y/e 30/9/20	% Total Spend
Allotment Road	£927.07	15.39%
Hunts Pond Road	£3,064.93	50.87%
Lodge Road	£291.24	4.83%
Posbrook	£640.54	10.63%
Warsash	£1,101.56	18.28%
Totals	£6,025.34	100%

During this financial year we also spent £599 on upgrades to taps, standpipes etc. This work was driven by a Southern Water inspection relating to compliance to regulations first introduced in 1999. Inspections at all sites confirmed upgrades were needed and whilst we have benefited from volunteers from our allotment holders completing the actual work, we will have further costs for materials to complete these upgrades in our costs for the current financial year 20/21.

The good news is that Southern Water has signed off all the remedial actions that have taken place.

The effect of the increased income and reduction in overall costs means that we achieved a financial surplus for the year of £10.6k which will be added to our reserves.

Surplus Funds

The ability to generate a reasonable surplus each year is important so we can deal with the unexpected. A great example of this is the Southern Water work I have already mentioned, where we have had more costs this year, costs to be compliant with our lease, our maintenance and security and of course if we have what the majority of the population probably desire, which is a long hot summer, then an increase in water usage'.

Paul felt that the organisation was on a solid financial platform. He invited questions and was asked about the total amount of cash available in the bank. Paul advised that he had not had the opportunity to see the accounts yet.

7 Honoraria

- 7.1 The Chairman advised that It had been agreed by the Trustees and management committee members that, due to the difficulties caused by the coronavirus pandemic, honoraria for WWAA officers in 2020 would be paid at the same rate as 2019.

- 7.2 The current level of honoraria is as follows for the year 2019/20:-
 Chairman, Hon Secretary, Hon Treasurer and Trading Hut Manager - £320
 Site Managers - £200
 Equipment Officer - £320 (divided between N Hatch and S Wheeler).

8 Election of Officers

- 8.1 To deal with the difficulties of an election and voting at the Zoom virtual meeting, a ballot paper was circulated to members, providing them with the opportunity to vote for and elect or re-elect officers of the organisation.
- 8.2 Completed ballot papers submitted by members were collated by the Acting Hon Secretary on 18th February 2021. Votes for/against were counted.
- 8.3 The following stood for election and re-election. The Acting Hon. Secretary detailed the members standing for election and the results of the ballot.

Role Description	Standing for election/re-election	Standing for Election	No of Ballot Votes Received	Result
Chairman	Post vacant	Avoen Perryman HPR Proposed by Keith Johnson HPR Seconded by Robin Kemish HPR	For – 15 Against - 0	Elected to serve as WWAA Chairman
Hon Secretary	Post vacant	Julie Prescott SG Proposed by Robin Green SG Seconded by Martin Wheeler SG	For – 15 Against - 0	Elected to serve as Hon. Secretary
Hon Treasurer	Post vacant	Paul Rann Warsash Proposed by Alastair Burnett HPR Seconded by Robin Green SG	For -16 Against - 0	Elected to serve as Hon. Treasurer
Trading Hut Manager	John Parsons	-	Unopposed	Re-elected
Site Managers HPR	Alastair Burnett Keith Johnson Martin Barnett	-	Unopposed	Re-elected

Site Managers Warsash	Gill Rock	-	Unopposed	Re-elected
Warsash continued	Post vacant	Paul Rann (Second Site Manager) Proposed by Gill Rock W Seconded by Wendy Wood W	For – 7 Against - 0	Elected to serve as second site manager
Site Managers Sarisbury Green	Robin Green	-	Unopposed	Re-elected
Sarisbury Green continued	Post vacant	Martin Wheeler (Second Site Manager) Proposed by Robin Green SG Seconded by David Whitlock SG	For – 8 Against - 0	Elected to serve as second site manager
Site Manager Posbrook	John Parsons	-	Unopposed	Re-elected
Site Manager Lodge Road	Sandra Milam	-	Unopposed	Re-elected

WWAA Trustees Richard Bastow, David Doran and Edward Weager were re-elected.

8.4 Avoen Perryman, Paul Rann and Julie Prescott introduced themselves to the membership present.

9. Any Other Business

9.1 None

Signed as an accurate record of the meeting by two members present:-

Alastair BURNETT, Acting Chairman

John PARSONS, Trading Hut Manager