

Western Wards Allotment Association

Minutes of Management Committee Meeting Tuesday 16th February 2021

Management Committee Members in attendance

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)
Gill Rock Site Manager, Warsash (GR)
Paul Rann, Site Manager, Warsash (PR)
John Parsons, Site Manager, Posbrook and Trading Hut Manager. (JP)
Sandra Milam – Site Manager, Lodge Road (SM)
Martin Barnett – Site Manager, HPR (MB)
Martin Wheeler – Site Manager, Sarisbury Green (MW)

Also in attendance

Avoen Perryman, (AP) (co-opted to the committee as an advisor)
Julie Prescott (co-opted to the committee as an HR and 'Sharepoint' software adviser.)
(Julie P)

1 Lodge Road Site - Purpose of the meeting

- 1.1 The Acting Chairman of the WWAA Management Committee thanked members for attending this meeting which has been called at short notice for committee members to discuss and agree measures to be taken to provide fencing where there is none at Lodge Road site.
- 1.2 It was said that the WWAA has an obligation to maintain the hedge line/fencing at sites in good order and to ensure security for the tenants there.
- 1.3 At a previous meeting, the fencing costs for Lodge Road were estimated to be c.£4,000. To ease the financial burden, an application had been made to Cllr. Sean Woodward for a Hampshire County Council grant of £1,000 towards the costs which had been successful. The conditions of the grant include spending it before the end of the County Council financial year and the money to be solely used for the purpose of replacement fencing.
- 1.4 Thanks were later extended to Avoen Perryman for arranging the Hampshire County Council grant with Cllr Sean Woodward. It was said that the money would be deposited in the WWAA Santander bank account within three days.

Action - John P to check the bank account for the deposit on Friday 19th February.

- 1.5 To recognise the grant for the fencing work, Cllr. Susan Bayford of Fareham Borough Council, representing Locks Heath Ward, had arranged to visit the Lodge Road site at 11am on Saturday 13th February. She was met by members of the committee. Photographs of Susan inspecting the hedge line with members of the WWAA committee were taken by FBC colleagues and have been made available for publication on the WWAA website by Rona Neilson.

Action – RG to forward photo(s) when received to Rona Neilson for publication on the website at an appropriate time

- 1.6 Cllr. Bayford was sent an email of thanks on Monday 15th February by the Acting Hon. Secretary for turning out on a bitterly cold day and supporting the application process for the County Council grant.

2 Quotations for Supply of Fencing, Posts and other Materials

- 2.1 At a previous committee meeting, there was a requirement for three quotes to be obtained for the supply of fencing panels and posts needed. When received, the quotes had been circulated to committee members by the Acting Chairman.
- 2.2 The Acting Chairman preferred the quote provided by MTH Fabrications of Bilston, West Midlands and recommended that it should be accepted by the management committee.
- 2.3 The MTH costs of the fencing, posts and other materials to be supplied included the following:-

34x Vmesh green panels, 1.8m High - on Std 60x60 posts 2.4m long - secured with loose bracket and M8 anti-tamper fixings. Posts at 3.02m centres – **£46.80 per bay totalling £1591.20 (costs per meter £15.50)**

Additional inter posts (including fixings) **£21.12/each** - Additional corner posts (including fixings) **£24.43/each**

For clipping existing gates to fencing you would require 10x clips @ £1.50/each (£15.00) and 10x M8 x 40mm bolts £2.65/each (£26.50) - £41.50.

There will be a delivery charge of £150

- 2.4 The quote was accepted by the committee

Action – Acting Chairman to arrange purchase and delivery.

3 Appointment of a Fencing Contractor

- 3.1 David Barber, a local fencing contractor had been approached and provided a quote for the work of £1500. David has carried out work to a quality standard for the WWAA on previous occasions and at a very cost effective price.
- 3.2 This has been accepted and David was willing to undertake the project as soon as the materials were delivered.
- 3.3 Whilst the meeting was in progress, it was confirmed that David as a fencing contractor has insurance cover in excess of £1million.

4 Payment for Materials

- 4.1 Members are aware that the mandate signatories for the WWAA Santander bank account have not yet been amended by the bank following the resignation of the Treasurer on 22nd December. This is despite telephone calls, a branch visit and a letter to the bank explaining the position. In the

meantime and, as an interim measure, the Trading Shop bank account funds were offered to meet urgent expenditure.

- 4.2 John P advised the meeting that the bank required the formal bank mandate change form to be completed with details of new signatories but this could not be undertaken until the AGM had been held on 25th February 2021 and a new management committee Chairman and Hon. Treasurer formally elected and appointed. The bank required a copy of the AGM minutes in confirmation of new appointments.
- 4.3 The Acting Chairman advised the meeting that he was prepared to fund the expenditure on a short term basis. However, John P as Trading Hut manager confirmed that the shop bank account would provide the Acting Chairman with funds to cover the expenditure until the AGM when finance would be corrected.
- 4.4 The estimated level of expenditure authorised by the committee was up to £3,500 with £1,000 provided by the County Council - total approximate costs £4,500. AGM approval was not required in view of the grant.

Action – John P to provide the Acting Chairman with funds to meet the expenditure

5 Security of Materials Delivered to Lodge Road

- 5.1 It would be necessary to consider security of the fencing, posts and materials when delivered to the site by MTH.
- 5.2 Following discussion about a number of options, it was agreed that fencing, posts and materials would be stacked at Lodge Road out of sight, a tarpaulin would be used to cover the fencing and secured together with a chain and lock purchased from Solent Locksmiths, Middle Road.
- 5.3 The time gap between delivery by MTH and installation should be kept to a minimum

6 Meeting the Requirements of the Lease Agreement for WWAA sites

- 6.1 Compliance with the requirements of the site lease was raised. Where such alterations are carried out, there is a requirement to inform the FBC.

Action - Acting Chairman to request the Hon Secretary to inform Matt Wakefield, FBC Parks and Allotment Department on behalf of the Council. Chair of Trustees to be copied in.

7 Any Other Business

- 7.1 SM advised the meeting that she was making special arrangements 'to shield' herself during the pandemic. Her mobile telephone number was provided to members present. She confirmed that this was known to her plot holders for communication purposes.

Meeting closed. Next committee meeting would be held during the month of March on a date to be fixed.