

Western Wards Allotment Association

Management Committee 'Zoom' Meeting Tuesday 4th August 2020

Management Committee Members

Alastair Burnett, (Acting Chairman) Site Manager, Hunts Pond Road; (AB)
Phil Pike, Hon. Treasurer; (PP)
Robin Green (Acting Hon. Secretary), Site Manager, Sarisbury Green; (RG)
Keith Johnson, Site Manager, Hunts Pond Road; (KJ)
John Parsons, Site Manager, Posbrook and Shop Manager; (JP)
Gill Rock Site Manager; Warsash (GR)

Also in attendance

Richard Bastow, Chairman of WWAA Trustees;
David Doran, WWAA Trustee;
Ted Weager, WWAA Trustee;
Paul Rann – applicant for second Warsash Site Manager, and
Martin Wheeler – applicant for second Sarisbury Site Manager.

1 Apologies for absence

- 1.1 Sandra Milam – Site Manager, Lodge Road (SM)
Martin Barnett – Site Manager, Hunts Pond Road (MB)

2 Declaration of any other business (AOB)

- 2.1 RG wished to raise two marketing items under AOB, one of a secretarial nature and one concerning the recent visit by a Water Board official to Sarisbury Green.
- 2.2 KJ wished to raise one issue re cutting of hedges by FBC and the Acting Chairman wished to update the members on a matter previously discussed.

3 Minutes of the 'Zoom' Meeting dated 14th July 2020 for accuracy and content

- 3.1 The minutes of the Zoom committee meeting held on the 14th July were considered for accuracy. There was one inaccuracy reported – item 7.7.1 should have read:-
'PP has given an indication that it is his intention to resign as the Treasurer with effect from the 2021 AGM, allowing a handover of 12 months to a newly elected Treasurer to ensure continuity.'
- 3.2 There were no other comments made by members of the committee and the minutes were accepted. The Acting Chairman endorsed the minutes as a true record.

4 Matters arising and actions outstanding

- 4.1 It was not considered necessary for the meeting to discuss the matters arising in the minutes of meeting dated 10th March 2020 which had been dealt with.
- 4.2 Minutes of committee meeting held 14th July 2020 – matters arising
- 4.3 Action - E mail exchange with GR and contact Rona Neilson re AGM
 - 4.3.1 GR explained that she had been the Secretary for past AGMs. In order to advertise the event, GR had prepared a standard wording and printed sufficient leaflets for circulation using PP's printer to save money.

- 4.3.2 The Acting Chairman raised the need for a circular to postpone the 2020 November AGM to January or February 2021.
- 4.3.3 As well as the postponement of the AGM, it would be necessary to advertise the vacant posts of the Chairman and Hon. Secretary.
- 4.3.4 PP needed to deal with the leaflet at the same time as the rent renewal notices in view of his time management pressures. PP and GR would deal with the leaflet.

Action – Preparation of the AGM postponement leaflet to be circulated with rent renewal notices.

Action – Hon. Secretary to brief Rona Neilson re AGM (discharged) Rona Neilson asked to publish the postponement of the AGM and include an advertisement for the vacant roles of Chairman and Hon. Secretary which she confirmed that she would do.

Action – Job descriptions for both posts to be located by the Hon. Secretary

- 4.4 Action - RG to contact Mike Roberts re payments made to SharePoint
- 4.4.1 Mike Roberts contacted by RG. The next payment for use of Sharepoint would take place on 9th August.
- 4.4.2 The Treasurer advised that the 9th August payment was retrospective and we might have to make a further payment in September before the payments might cease.

Action – PP to further research cancellation (Not to be proceeded with at this stage – see 4.5.3)

- 4.5 Action - Microsoft 365 and SharePoint
- 4.5.1 KJ advised the meeting that the business edition of Microsoft 365 includes SharePoint and all the other programs such as Word, XL, PowerPoint, Outlook and OneDrive. Documents produced might be easily shared between the committee members. However, the cost is £9.40 per month per user. The annual subscription, (not including SharePoint) is £79.99 for up to 6 users. Cover for all members of the committee would be in the region of £160.
- 4.5.2 JP felt that, before proceeding with a software programme, some work should be undertaken to establish what information needs to be stored on a central database. Other members of the committee were invited to submit their views on content.
Action JP and KJ to undertake a ‘scoping study’ to identify the types of information to be held in a central database.
- 4.5.3 Subsequent research after the meeting reveals that the use of 365/One Drive is **not feasible**. OneDrive is a ‘cloud’ storage database. Documents may be saved to the cloud to be shared with other users in the group. The limiting factor is that one group of licence holders cannot share documents saved by the other group of licence holders on the cloud database. As a solution and to move matters forward, KJ will arrange to adopt the Microsoft Business Basic from Mike Roberts as a one user for the time being and continue with the payment.

Action – KJ to report on SharePoint progress on 1st September

- 4.6 Action - MB to contact Martin Shears, Waypoint Church
- 4.6.1 Despite the last committee meeting decision, Waypoint Church bread trays were left

at Hunts Pond Road and Sarisbury sites. Vegetables remained in the trays for over a week and were damaged by weather when collected. It proved that the system could not work.

4.6.2 MB, *in absentia*, reports by email that he has not given Martin Shears permission to start leaving bread trays on any of our sites and is abiding by the decision, made by the committee, not to go forward with the scheme Martin Shears suggested.

4.6.3 JP reported communicating with Martin Shears and pointing out to him the negative sides of the proposal, including access difficulties, weather and fox and rodent damage to vegetables. It was agreed that he would not continue with the venture.

4.7 Action 7.4.1 – RG to contact Mike Roberts re the Liability Insurance issue for clarity.

4.7.1 RG had made an enquiry with Mike Roberts and reported as follows, quoting Mike's email response:-

The trustees and I are advised, the committee members, have a legal duty to act in the best interests of the plot holders. This means that if, for whatever reason, they fail to do so, or indeed are perceived of having failed to do so, they could be subject to a claim from a plot holder. In such an eventuality if a plot holder brings an action against the trustees, the committee or any member individually, then there could be legal costs in defending such an action and in theory compensation might be payable should the claim succeed. Liability insurance provides cover for such costs. I understand that public liability insurance is already in place to cover liability for injury or death to a member or visitor on site and I would suggest that the broker through whom such insurance is placed would be well placed to advise you on whether such insurance is advisable and if so at what cost.

Action – PP to make an enquiry with the WWAA Insurance Brokers

4.8 Action - Research into the cost of a Zoom Licence (now discharged)

4.8.1 The cost of a Zoom licence for use by the WWAA is £11 – 99p per month. Acting Chairman's decision to purchase Zoom for a period of 12 months for uninterrupted use of the facility. It can be used for 'one to one', group or committee meetings.

4.9 Action - RG to provide Paul Rann with contact details for PP.

4.9.1 Although RG was requested to contact Paul Rann, PP had contacted him direct and they were due to meet on 5.8.20 and discuss WWAA financial arrangements. A report on the meeting will follow.

4.10 Action – JP to trace the latest version of the WWAA Constitution, review the contents and make recommendations.

4.10.1 Work ongoing – report to follow when work completed. RG confirmed that Rona Neilson had published the CIO draft constitution on 12th March but the document had since been removed from the website owing to developments.

5 Acting Chairman's update

5.1 The postponement of the AGM was discussed. It was noted that the committee now had vacancies for two members. It was agreed that it was not good practice for site managers to undertake 'key elected officer' roles although there were precedents.

5.2 It was agreed that the AGM postponement notice as well as the website should contain an advertisement for the Chairman and Hon. Secretary vacancies in order to

seek permanent candidates for the posts. Until that time, AB and RG would continue in the acting roles for as long as necessary to ensure continuity.

6 Treasurer's update

- 6.1 There was no financial update. The Treasurer had reported financial matters to the July meeting, but had circulated 'Notes to the Agenda for 4th August meeting' by email to all committee members. The notes prepared by PP should be read in conjunction with the minutes when circulated.
- 6.2 RG asked about the submission of annual budget spreadsheets for 2020/21. PP advised that this should have happened at the July meeting as set out in his notes. It was agreed that the Acting Chairman's, marketing and site manager budgets would be presented to the meeting on 1st September.

The Notes as circulated by PP for this meeting set out the 2019/20 anticipated income for each site and added the water charges for the same period.

Action – Budgets for 2020/21 to be submitted to the meeting on 1st September for committee approval.

- 6.3 The intended visit by Lee Roberts, Southern Water Board to Hunts Pond Road was raised by KJ.
- 6.4 RG commented on his experience of the Water Board visit to the Sarisbury Green site on 22nd July explaining the work which would be required to meet the Water Supply (Water Fittings) Regulations 1999 - Inspection Of Water Installations. In view of the fact that all sites would be visited, it was agreed that a contractor from the Water Board approved list should be appointed to deal with all Water Board requirements. The payment for the work should not be incorporated into budget reports but paid for centrally.

7 Site managers' updates

- 7.1 GR introduced Paul Rann to the meeting (appearing live on Zoom) as an applicant for the post of second Warsash Site Manager. He would act in that post until the AGM when he would be formally proposed and seconded and the AGM vote on the matter.
- 7.2 RG proposed that his second manager be Martin Wheeler. Martin had left the Zoom meeting, but the Chair confirmed that it was in order for Martin to be appointed as an acting post to be confirmed by the AGM in due course.

8 Any other business

- 8.1 Marketing – Sarisbury Junior School Plot 32A
Martin Barnett has been asked by Radio Solent for radio interview regarding the Sarisbury Green Allotment Site School Plot 32A. Matter referred to Maria Kimble as the school plot manager to contact Radio Solent.
- 8.2 Marketing – Warsash Garden Show
Rona Neilson advises that the Warsash Horticultural Committee is planning to hold the bi-annual Village Garden Show on Saturday 4th September 2021. The show schedules have been printed for this year and, if there is a postponement, the date on the front cover will be amended. Please advertise it in your WWAA newsletters and any other opportunities. A date for the 2021 diary - Warsash Plant Sale event provisionally planned for Sat 8th May 2021.

8.3 Secretarial

Fareham Borough Council notified by the Hon. Secretary of changes to the WWAA committee on 29.7.20 by email to Matt Wakefield for his information and for amendments to the FBC records. Telephone acknowledgement received.

8.4 Water Board Visit to Sarisbury Green Site

Site visits by Lee Roberts of the Southern Water Board to Sarisbury, Hunts Pond Road and other WWAA sites had already been discussed at paragraph 6.4.

8.5 Cutting Hedges

8.5.1 KJ mentioned that he had contacted Matt Wakefield regarding cutting hedges at Hunts Pond Road particularly Netley Road.

8.5.2 RG mentioned that he had also been in touch with FBC regarding cutting hedges in Allotment Road and Barnes Lane. He had been assured that Allotment Road would be a priority after 1st July because the growing hedge narrows the roadway. Cutting not taken place as at this date.

9 Date next meeting

9.1 The date of the next Zoom meeting will be Tuesday 1st September 2020 at 7pm.