

**Witney Allotment Association(WAA) - Minutes of meeting held on 11 September, 2019**

<b>Members present</b>		<b>Chair:</b> Mary, <b>Vice-Chair:</b> Lynne, <b>Treasurer:</b> Rachel, <b>Committee:</b> Barrie, Geoff, David, Claire	
	<b>Agenda</b>	<b>Notes</b>	<b>Action</b>
<b>1</b>	<b>Apologies</b>	Tim, Brian	
<b>2</b>	<b>Minutes of the last meeting</b>	Minutes of meeting held on 3 <sup>rd</sup> July - Agreed	To be shared with allotment holders via website
<b>3a</b>	<b>Matters Arising</b>	Community Plot at <b>Lakeside</b> has been created on plot 61. Weed membrane has been purchased. The committee would like to record formal thanks to Lynn and the other tenants who have worked on creating this amenity. Mary has apologised for the disagreement and subsequent falling out from the execution of this work.	Note of formal thanks to Lynn and other committee members involved
<b>3b</b>		Second skip at <b>Lakeside</b> - Witney Town Council (WTC) has declined to provide this and has also stated that this October's skips will be the last they provide; Geoff and Barrie will visit WTC to discuss the provision of skips for plot holders. The suggestion by WTC to encourage more composting was welcomed by the committee. It was noted that communal composts (suggested as an alternative to skips by WTC) require licencing from the Environment Agency and the committee do not believe they have the required experience to make an application for such a licence.	Geoff and Barrie to confirm dates of meeting with WTC and report back
<b>3c</b>		<b>Newland</b> - Compost Toilet - HR warden has agreed to construct once Newland tenants have put down a base for it	Work to be completed by Newland tenants
<b>3d</b>		<b>Lakeside;</b> Letter to tenants to remind them of their responsibility to maintain existing walkways adjacent to their plots;	Mary - Notice on board and on Website, include in next newsletter
<b>4a</b>	<b>Treasurer's Report</b>	Following discussion at the finance committee, it was agreed that Rachel will submit a forward planning budget to the next meeting. Given that WAA must reserve the amount of rental income in case of the Allotments returning the management of WTC, future balances will show the total amount split into reserves and working funds	Rachel to share forward planning budget at next meeting
<b>4b</b>		Castle water payments are currently up to date. The achievement was particularly noted as the invoicing and customer service from castle water to WAA has been particular	Rachel to set up direct debit for Lakeside

		poor in the past	payments
4c		<b>Town Council Allotment reserve</b> - ring fenced amount specifically for Allotment expenditure. WAA would like to know the value of this reserve from its inception to the current value. If the value has decreased; what has the reserve been spent on and what is the benefit for current and future allotment holders. What are the plans for future spending of this fund?	Geoff to request information from WTC or via freedom of information request
4d		<b>Curbridge Allotments</b> - new development allotments. Will the management and allocation of these plots be devolved from WTC to WAA? If so will there be any special requirements for this laid down by WTC or the developers (some new occupiers have been told the plots will be for exclusive use of the development householders)	Geoff to raise question at meeting with WTC
4e		<b>Outline of procedure for Allocating Funds for Extraordinary Spending on Special projects</b> A short proposal including a breakdown of costs to be submitted to the finance committee by sponsoring committee member or plot holder. Any cost greater than £200 requires 2 quotes. This proposal will be reviewed to determine its efficacy, what are the on costs, alternatives etc. Approval will be in writing. Costs will be reimbursed based on receipts	agreed by all
4f		<b>Petty Cash claim procedure</b> Each site will maintain up to £100 in a locked cash box for petty cash expenditure for items such as Petrol, Toilet rolls, strimmer cable etc. Up to £20 can be claimed by receipts. Rachel will reconcile the receipts and replenish the cash amounts as required.	Each site rep to identify 'keeper' of the cash box
4g		<b>Non Payers</b> Some non payers have been identified, this list will be reconciled with the list of those who have not returned tenancy agreements and holding of plot will be terminated as per terms of new tenancy agreement.	Rachel and Mary
5	<b>Sites report</b>	<b>Weed Watches: May/July/September</b> <b>Water supplies will be shut off for the winter on 31<sup>st</sup> October.</b> <b>Bottled water needed for use at community shed (Mary)</b>	Notices to plot holders and on website
	5- N	<b>Newland</b> – All dandy	
	5 - H	<b>Hailey Road</b> – bee hive 'predated' by wasps	Plot holders to notify site rep of wasp nests or other pests (eg rats)
	5 - L	<b>Lakeside</b> – 11 plots needs work ( to be reviewed against list on non payers) and weed letters to be sent	Mary to action
6	<b>Waiting list</b>	<b>Row has sent an updated waiting list to be added to website</b>	

7a	<b>AOB</b> - Storage of brush cutter etc.	David will scope a proposal for the finance committee to consider equipment and its storage in time for the new growing season.	
7b	<b>AOB</b> - Active promotion of WAA	David has suggested that WAA promote allotments at Witney events eg Witney food festival	Committee to consider calendar of events to attend in forthcoming year
7c	<b>AOB</b> - Issuing Tenancy agreements	Mary to ensure that all tenants have received and returned signed tenancy agreements	Mary
7d	<b>AOB</b> - raise profile of Website for Comms	Paul Downes has created a magnificent website and we need to make more use of it as a key comms resource.	Barrie to invite Paul to next meeting
7e	<b>AOB</b> – <b>Shredding Saturdays</b>	Geoff will tour sites with his Shredder for Shredding Saturday events – dates to be confirmed (Thank you Geoff)	Geoff and his shredder
8	<b>Next Meetings</b>	6 <sup>th</sup> November, Agenda items: WAA website 4 <sup>th</sup> December – End of Allotment year meeting 7.30 pm Agenda Items: Treasurers report 18 <sup>th</sup> March – Agenda items: AGM pre meeting 1 <sup>st</sup> April (Wednesday) – AGM (Mary to confirm with Brian the availability of bowls club as venue) Follow up meeting after 10 <sup>th</sup> May to confirm payments made	. . . . . . . . Mary/ Brian