

Witney Allotment Association(WAA) - Minutes of meeting held on 06 November, 2019

Members present		Chair: Mary, Vice-Chair: Lynne, Treasurer: Rachel, Committee: Barrie, Geoff, David, Claire Also Present: Webmaster: Paul	
	Agenda	Notes	Action
9	Apologies	Tim, Brian	
10	Minutes of the last meeting	Minutes of meeting held on 11 Sept 2019 - Agreed	To be shared with allotment holders via website
11	Matters Arising		
	3b (11/09/2019)	Geoff and Barrie reported that a very positive meeting had been held with Witney Town Council (WTC)'s John Hickman and Cllr Gwatkin. This covered: Progress on WAA lease agreement with WTC. .The allocation of Windrush Place Allotments (Curbridge Road site) .Lakeside Shed replacement .WTC request to alter WAA tenancy agreement Allotment development funds held by WTC Guidepost 'Dig n grow' liaison proposal Allotment group Composting	- - - - - Geoff to write formally to WTC to ask confirm request for information on this matter
	3c (11/09/2019)	Newland - Compost Toilet In progress	Work to be completed by Newland tenants
	3d (11/09/2019)	Lakeside; 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
	4b (11/09/2019)	Rachel to confirm direct debit covering Castle water payments have been set up.	
	4c (11/09/2019)	Town Council Allotment reserve - (see 3b above)	
	4d (11/09/2019)	Curbridge Allotments - (see 3b above)	
	7a (11/09/2019)	AOB - 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	AOB - Active promotion of WAA David has suggested that	Committee to consider

	(11/09/2019)	WAA promote allotments at Witney events eg Witney food festival	calendar of events to attend in forthcoming year
	7c (11/09/2019)	AOB - Issuing Tenancy agreements Mary to ensure that all tenants have received and returned signed tenancy agreements	Mary Still outstanding
	7e (11/09/2019)	AOB – Shredding Saturdays Geoff will tour sites with his Shredder for Shredding Saturday events – dates to be confirmed (Thank you Geoff)	Held pending operational difficulties
7d	AOB - raise profile of Website for Comms		Barrie to invite Paul to next meeting
12		Web Master Paul attended meeting and explained that the committee and tenants, via the secretary, could/should submit material for the Website to keep it alive. Paul explained how the committee could use the website for communicating with tenants more effectively: Ensuring that rents, AGM dates and other vital information was included.	- Lynne to submit latest waiting list and previous minutes - Mary to submit news and AGM info - Committee to consider other material
13a	Treasurer's report	Rachel presented outline forward budget format as discussed at previous meeting. Finance committee to consider forward planning details and make suggestions for 2021 rents to be presented at next AGM. Information on rents at local allotment societies will be investigated	- Finance committee
13b		As Rachel is now treasurer there is a need to appoint a new auditor of accounts	- Rachel and Claire
14		Waiting list – 4 full plots and 2 half plots are now available at Lakeside (new tenants will not be required to pay rent until new growing season as this growing season has finished.	
15	Sites Report		
	15- N	delivery wood chippings (not conifer shreddings) utilised by tenants but the association are mindful that these can cause a nuisance on the pathway, Barrie clears this when necessary. As these are essentially 'fly tipped' and not on the Allotment site, the plots holders cannot be held responsible. Meter reading to be submitted	- - Barrie
	15 - H	Geoff will contact tenant identified at Weedwatch	- Geoff
	15 - L	Mary to contact all concerning tenant identified at Weedwatch	- Mary
16a	AOB – Tiller for sale	A tenant has offered a tiller to the committee for purchase. The committee has declined the offer	Mary to confirm to tenant
16b	AOB – waiting	Mary suggested that the waiting list be managed differently.	

	list	The waiting list will continue with additions being added via website and emails to wait@witneyallotments.co.uk	
16c	AOB – discount cards	Committee will investigate additions to the discount card distributed at the last AGM	All
17	Next Meetings	<p>4th December – End of Allotment year meeting 7.30 pm Agenda Items: Treasurers report</p> <p>18th March – Agenda items: AGM pre meeting</p> <p>1st April (Wednesday) – AGM (Mary to confirm with Brian the availability of bowls club as venue)</p> <p>Follow up meeting, after 10th May to confirm payments made</p>	<p>.</p> <p>.</p> <p>.</p> <p>.</p> <p>. Mary/ Brian</p>