

<b>Witney Allotment Association(WAA) - Minutes of meeting held on 15 January, 2020 (Postponed from 4<sup>th</sup> December 2019)</b>			
<b>Members present</b>		<b>Chair:</b> Mary, <b>Vice-Chair:</b> Lynne, <b>Treasurer:</b> Rachel, <b>Committee:</b> Barrie, Geoff, David, Brian	
	<b>Agenda</b>	<b>Notes</b>	<b>Action</b>
<b>18</b>	<b>Apologies</b>	Tim, Claire	
<b>19</b>	<b>Minutes of the last meeting</b>	The full minutes of the previous meeting had not been shared to all of the committee and were therefore agreed after the matters arising were discussed. - Agreed	
<b>20</b>	<b>Matters Arising</b>		
	<b>3b, 4c and 4d (11/09/2019)</b>	<p>Liaison with WTC regarding the WAA lease agreement and in particular the Lakeside shed replacement requirement continues. Former WAA committee Chairman, Andy, has reminded the committee of correspondence which confirms that agreement was made at the start to the lease negotiations; that sheds would not be required to be replaced by the Association.</p> <p>Other issues remain unresolved:</p> <ul style="list-style-type: none"> <li>- Timeframe for WAA lease agreement with WTC.</li> <li>- The allocation of Windrush Place Allotments (Curbridge Road site)</li> <li>- Allotment development funds held by WTC</li> <li>- Guidepost 'Dig n grow' liaison proposal</li> <li>- Allotment group Composting</li> </ul>	<ul style="list-style-type: none"> <li>-</li> <li>-</li> <li>-</li> <li>- Geoff will meet with WTC to discuss further</li> </ul>
	<b>3c (11/09/2019)</b>	<b>Newland</b> - Compost Toilet In progress	Work to be completed by Newland tenants
	<b>3d (11/09/2019)</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>4b (11/09/2019)</b>	Rachel to confirm direct debit covering Castle water payments have been set up.	
	<b>7a (11/09/2019)</b>	<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.	
	<b>7b (11/09/2019)</b>	<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
	<b>7c (11/09/2019)</b>	<b>AOB</b> - Issuing Tenancy agreements Mary to ensure that all tenants have received and returned signed tenancy agreements	Mary - Some agreements still outstanding
	<b>7e</b>	<b>AOB – Shredding Saturdays</b> Geoff will tour sites with his	Held pending operational

	<b>(11/09/2019)</b>	shredder for 'Shredding Saturday' events – dates to be confirmed (Thank you Geoff)	difficulties
	<b>12 (06/11/2019)</b>	The committee and tenants, via the secretary, can submit material for the Website to keep it alive. Committee to ensure that rents, AGM details and other vital information are sent to Paul to publicise on the website.	- Lynne to submit latest waiting list and previous minutes - Mary to submit news and AGM info -Committee to consider other web material
	<b>13a (06/11/2019)</b>	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
	<b>13b (06/11/2019)</b>	As Rachel is now treasurer there is a need to appoint a new auditor of accounts	-Rachel and Claire
	<b>16c (06/11/2019)</b>	<b>discount cards</b> – Committee will investigate additions to the discount card distributed at the last AGM	All
21	<b>Treasurer's report</b>	The treasurer reported a positive financial position. The finance committee are still to meet to draw up proposal for future rents ( see 13a above)	
22	<b>Sites Report</b>		
	<b>22 - N</b>	A complaint had been received from WTC regarding wood chippings on the path outside Newland (see minutes 06/11/2019 regarding committee's previous discussion which has been fed back to WTC.) Future chippings may be reported on 'fix my street' as fly tipping.	
	<b>22 - H</b>	A tree causing path obstruction needs to be addressed	
	<b>22 - L</b>	A shed has been reported as being forced open. Plot holders will be reminded not to keep valuables (tools etc) in sheds). Some fences have been mended and the work has been good, others still work in progress.	Site reps to put notices on boards, and to go on website.
23	<b>Rent concessions</b>	A tenant has requested clarification: Tenants are eligible for a rent concession (as per schedule of fees) at their state pension age. It will be down to the tenant to prove when this is and that they meet the criteria.	
24	<b>Joint Tenancy</b>	A tenant wishes to know if they can hold a joint tenancy with another plot holder: Provided the proposed shared tenant is a 'first degree relative' (eg;child, parent, spouse, sibling) and a Witney resident then a joint tenancy can be issued whether or not the other tenant already holds another tenancy.	
25	<b>Timings of 2020 Season Weedwatches</b>	Plots will be checked by site reps in May, July and September. Plot holders whose allotments are in good heart will be considered for one of the WAA 'best kept' awards. Tenants whose plots are hungry for attention will be	

		notified.	
26	<b>Next Meetings</b>	18th March – Agenda items: AGM pre meeting 1st April (Wednesday) – AGM venue Witney Bowls Club Follow up meeting, after 10th May to confirm payments made	