

**Witney Allotment Association(WAA) - Minutes of meeting held on 29 October, 2020 (Via Zoom)**

<b>Members present</b>		<b>Chair:</b> Mary, <b>Vice-Chair:</b> Lynne, <b>Committee:</b> Barrie,	
	<b>Agenda</b>	<b>Notes</b>	<b>Action</b>
<b>27</b>	<b>Apologies</b>	Tim, Claire, Brian, Rachel and David Geoff has resigned from the committee with immediate effect. The committee would like to note that Geoff has made an invaluable contribution to the running of WAA as a whole, the committee in particular and to the Hailey Road site where he has been the site representative. He will be greatly missed and we sincerely thank him for his hard work through the years.	
<b>28</b>	<b>Minutes of the last meeting</b>	The minutes of the previous meeting were agreed. It was noted that none of the year's planned meetings, including the AGM, had taken place due to pandemic restrictions. In the interim some urgent matters were arranged via email and telephone. Two new committee members have been elected: Bob Bateman joins as a tenant member from Newlands and Barry Jessell joins as a co-opted member with responsibility for overseeing the inauguration of the Windrush Place site. Both new members were formally welcomed to the committee.	
<b>29</b>	<b>Matters Arising</b>		
	<b>3b, 4c and 4d (11/09/2019)</b>	WTC have agreed that the responsibility of replaced dilapidated sheds on plots lies with tenants and not WAA. WTC will ensure the new Lease agreement reflects shed responsibility more clearly. The WAA lease agreement with WTC is now pending new T&C relating to Windrush place and other site specific conditions to be included in a new lease Allotment development funds held by WTC have not yet been shared Guidepost 'Dig n grow' liaison proposal has been shelved due to Covid Allotment group Composting – WTC have confirmed that in lieu of provision of skips which will not be provided but solid base will be created for community composting	- - - -
	<b>3c, 7a,7b, 7c, 7e (11/09/2019) &amp; 13a, 13b, 16c(06/11/2019)</b>	These items have all been shelved due to Covid	
	<b>4b (11/09/2019) &amp; 13a, 13b (06/11/2019)</b>	Items held for follow on mtg: Rachel to confirm direct debit covering Castle water payments have been set up.	

		As Rachel is now treasurer there is a need to appoint a new auditor of accounts Finance committee to consider forward planning details and make suggestions for 2021 rents to be presented at next AGM.	- Rachel and Claire
	<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.	-Mary to submit news and AGM info -Committee to consider other web material
30	<b>Treasurer's report</b>	The Treasurer's report was submitted prior to the meeting: -Water bills continue to seem high - though with a warm spring and summer, and people spending more time at their plots this year, it is possible that we have just watered more this year. -Overall, Rent income has been paid in a more timely manner this year relative to previous years. -Spend to date is much lower overall this year and this puts us in a healthier position for the next year or two. This will be a factor in setting Rents for 2022 (i.e. to be proposed at the 2021 AGM). Windrush Place rents have not yet been set and it has been noted that these will be initially set by the committee in line with other plot rents and any subsequent changes will be brought to the AGM.	- - - - - - -Rents for Windrush place to be agreed
31	<b>Sites Report</b>		
	<b>31 - H</b>	Police were called to an incident of poor behaviour at Hailey Road site.	
	<b>31 - N</b>	Vandalism to a greenhouse and the notice board have been reported at Newland. Trees boarding neighbouring school need to be tended, letter sent to get this actioned	
	<b>31 - L</b>	2 tenancy terminations during the year. 3 <sup>rd</sup> October rains caused flooding on site. Hedges need cutting and WTC will do this work when the funding has been approved at the relevant WTC committee.	
32	<b>Waiting list</b>	Total on waiting list as at 12 October = 156 There has been very little movement to and from plots during the year. Almost 1/3 of list are waiting for one of the new Windrush Place plots.	
33	<b>Next Meeting</b>	11 Nov – via Zoom	