

Minutes of the Witney Allotment Association meeting 20th January 2021 held by Zoom

Members present: Mary, Rachel, Barry, David, Lynne, Brian, Barrie, Kate

Apologies: Bob

Item	Topic	Actions
1.	Welcome to Kate – secretary elect Minutes of the last meeting – accepted Matters arising: from Mary: a). amendment to item 12 meeting 05/12 should read ‘to ensure sent via Secretary’ b). newsletter for Nov 20 went onto Boards c). Item 31 Hedge 1 st February d). Item 47 – Rent date will clash ? if we delay AGM?	Noted by all
2.	Finance: Treasurer’s Report: summary – expenditure roughly meets income. RB gave statement of finances. Accounts are shortly to be ready for auditing, RB has identified a professional who can do this for us. A full report is being prepared for the end of the year to share with the Association. The current financial position is good; proposed rents for 2022 can remain at current rates. BF stood down from Finance committee, BJ volunteers. Signatories on the bank account are now RB, BJ and KJA. RD investigating paperwork for banking arrangements to ‘sign off’ Geoff and Mary following their departure from the committee. Payment of fees must be by BACS because of Covid	RB to have accounts audited. BJ and KJA as signatories
3.	AGM will be in September: new committee members introduced; Co-opted chair – Barry Jessel. Co-opted Secretary Kate Amos ; proposed by David, seconded by Brian.	
4.	Site Reps Reports: HR: BB some vandalism on site; site warden has put up cameras; BJ discussing fencing with Town Council. A plot available in March, possibly current plot holders interested in a swap. 2 letters sent to tenants ref poor maintenance, one tenant now working on plot, but not the other. Some detailed discussion about managing this issue, BB to photograph and record. Plot 22 request for greenhouse accepted; dimensions to be confirmed with plot holder; it can be glazed, but committee recommends polycarbonate to reduce damage chances. ‘Friendly notice’ to be sent to tenants about how Covid may be preventing people from maintaining plots; this gives tenants the opportunity to ask for help if needed and not get these letters! Lakeside: DB site is wet! Concerns ref flooding, photos taken and BJ to challenge WTC about this. Site visit with BJ, new composting compound being prepared. WAA would like WTC to liaise with riparian landlords to take preventative work if possible – floods Oct 3 rd and Dec 24 th . Curtis family to get community plot at Lakeside. Newlands: BF – muddy! Majority in good condition; more plot holders are bringing in ‘junk’ timber, bits of metal, plastic etc, so site looks untidy. Purchase of communal metal shed to house mowers, strimmers etc. As WTC are paying for shed as WP suggestion that the funding for this could be made by WTC. Problem with meter, can’t switch the water off properly; allotment	KJA to action BJ to contact WTC ref flooding BJ to contact WTC ref paying for shed BJ to contact WTC

	holder has offered to fix it. Overhanging trees from the border with the school – WGS have agreed to take action. Can WTC trim hedge along Kingsfield Crescent? Windrush Place: BJ update – slabs are down on each plot for the sheds, but are too small. WTC to provide extra slabs. Hard core down for the car park. Dedicated gang working towards preparing the plots – all very positive. Plots to be allocated via draw by Witney Town Clerk (retd) to ensure fairness!	ref hedge
5.	Waiting List Update 165 on list until WP allocated and signed up. Website might need updating so that the waiting list form is clearer and people can apply and data be accessed with greater simplicity.	LB managing
6.	Discount card Discount card offering a 10% discount to allotment holders at four local garden centres to be designed, printed and distributed with the seed catalogues to all plot holders at each site.	KJA to design, print and distribute 250 cards
7.	TOR and Job descriptions Being written for Site Reps, Site Wardens, Chair and Secretary; for discussion next meeting	BJ to write and circulate for next meeting
8	Tenancy Agreement Forms New tenancy form to be printed and distributed to Site Reps and put on to noticeboards at each allotment site; also onto website and Facebook page	KJA
9	Any Other Business Spring and autumn newsletters to be written by BJ and to include fees for plots. We formally thanked Mary for her hard work on the Committee and acknowledged her efforts in various roles over the years. There was some discussion about the contents of the appendix for the T and Cs for Windrush Place – to be developed and brought for discussion – some points raised by WTC	BJ BJ and KJA

Minutes by KJA

Next meeting Weds 17th Feb