

22nd November 2023

**Draft minutes for a meeting of the Witney Allotments Association (WAA)  
Committee held on 20<sup>th</sup> November 2023 at 6:30pm at Barry's house.**

Item	Discussion	Actor								
1	<p>Present: Brian Bloomfield, Richard Bourget, Barrie Fenton, Barry Jessel, Mary Killick, Esther Leach, Peter Lismer, Diane Newsham</p> <p>Apologies: Rosie Trinder, Tanya Mulhaine-Allen</p>									
2	<p>Minutes of the last meeting MK to send an email to all tenants of Lakeside reminding them of their responsibility for the upkeep of the paths bordering their plots.</p> <p>If a tenant refers to the inventory request and asks what equipment is available on their site, they will be directed to their site rep.</p> <p>For security reasons and to enable the control of WAA equipment, the WAA do not want to share with the rangers the Asgard shed being offered for Lakeside. AW is raising this at a council meeting.</p>									
3	<p>Matters arising There were no matters arising.</p>									
4	<p>Treasurers Report PL has produced figures for the WAA accounts up to the date of the last bank statement dated 9<sup>th</sup> November 2023.</p> <table data-bbox="209 1218 778 1435"> <tr> <td>Balance brought forward</td> <td>£11,215</td> </tr> <tr> <td>Income – plot fees received</td> <td>£ 5,430</td> </tr> <tr> <td>Less expenses</td> <td>£ 5,156</td> </tr> <tr> <td>Closing cash balance</td> <td>£11,489</td> </tr> </table> <p>Going forward, at future committee meetings the Treasurer will present the bank statement to the Chair and the balance will be verified and agreed.</p> <p>PL is continuing to follow up unpaid plot fees and looking into why this year's income is lower than the income from 2022.</p> <p>Going forward, it was agreed to encourage tenants to set up an annual standing order to pay their plot fees. This will ensure that plot fees are paid on time and tenants will not have to remember to make the payments.</p> <p>To improve the monitoring of the receipt of plot fees, it was agreed that the Waiting List coordinator will supply the Treasurer with the list of tenants and plot sizes to enable the Treasurer to mark off payments as</p>	Balance brought forward	£11,215	Income – plot fees received	£ 5,430	Less expenses	£ 5,156	Closing cash balance	£11,489	EL
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	<p>they are received.</p> <p>Note of Thanks A note of thanks to the previous Treasurer was recorded for producing and keeping an excellent set of accounts and for the meticulous book-keeping throughout their tenure as Treasurer.</p>	
5	<p>Waiting list and available plots There are currently 229 names on the waiting list.</p>	
6	<p>Site Reps Reports</p> <p>a. Hailey Road – BB One plot is to be inspected by BJ to see whether there has been enough of an improvement so the plot holder can be offered a plot at Lakeside. Four plots have all had little or no progress made to them. One has been dug over but nothing has been planted while another, only given to a new plot holder in May 2023, does not appear to be being worked by the tenant. BB to contact tenants and liaise with DN if eviction letters are needed. The double vehicle access gate now has a lock on it and the single pedestrian gate has finally had its code changed to match the other gate. The communal area had been cleared of rubbish, the rubbish has been removed and the area tidied up by JC, a plot holder at Hailey Road. It now looks very neat and tidy and the committee expressed their thanks for the work she has carried out.</p> <p>b. Lakeside – MK Witney Town Council has erected fencing on the lane where a walkway had been made through the hedge, meaning that the lane is now only good for accessing the allotments. WTC have also fitted a lock to a gate that does not appear to serve a purpose. BF will speak to RT at Newlands as they had recently purchased a five-barrel bike lock which they chained to the gate, meaning that the lock could never disappear. It is no longer needed at Newlands as the new gate has been fitted and so BF will arrange for it to be transferred to Lakeside. This will provide a solution to an email received from a plot holder asking for a more suitable lock. MK to chase one plot that still has fees outstanding. There are currently no plots available at Lakeside.</p> <p>c. Newlands – BF A new gate has been fitted to the Madley Park side but it is missing a striker plate. The new code was emailed to all plot holders. DN has contacted AW regarding the striker plate. The rubbish was removed and the old gate taken away. Tyres have now been removed from the allotment. The lawn mower had to go for repair and BF and RT's partner transported it to Kidlington. Luckily it is still under warranty as the drive belt had come off. BF advised that the mower had now been repaired.</p>	<p>BJ</p> <p>BB</p> <p>BF</p> <p>MK</p>

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	<p>A laminated basic instruction sheet has now been attached to the mower.</p> <p>The hedges surrounding the site still need cutting and BF advised that AW had informed him that the work was commencing in October. DN has emailed AW to chase this up.</p> <p>BF agreed to send the site water meter reading to PL.</p> <p>d. Windrush Place – BJ</p> <p>The water has been turned off at the site for the winter. RB advised that for health and safety reasons one running tap should be available in the case of accidents etc. BJ will arrange this with WTC.</p> <p>There was nothing more to report.</p>	<p>BF</p> <p>BJ</p>
7	<p>Items for discussion</p> <p>Draft Constitution and Rules and Tenancy Agreement Terms and Conditions.</p> <p>A new Constitution and Rules and Tenancy Agreement Terms and Conditions has been drafted for the committee to approve. Copies were handed out to all committee members present and they were asked to read through and feedback any comments or concerns they have by December 1st.</p> <p>The new Constitution will give the committee the ability to run the WAA more efficiently and enable them to make decisions necessary for the benefit of all plot holders.</p> <p>Once approved by the committee, the new Constitution and Rules and Tenancy Agreement Terms and Conditions will be ratified at the AGM on 10<sup>th</sup> April 2024.</p> <p>Lock with longer hasp for main green gate at Lakeside.</p> <p>An email was received from a plot holder asking for a lock with a longer hasp to be fitted to the site gates. This item has been addressed in the site report for Lakeside.</p> <p>A request has been received from a Witney resident asking if they could be given an allotment to help with health problems that they are experiencing as they felt freshly grown vegetables would help their condition. The committee carefully considered the request but, in light of the substantial waiting list, unavailability of suitable plots and the possibility of further requests of this nature should this be agreed, it was decided not to offer this facility. DN has advised the resident of the decision and arranged for him to be added to the waiting list in the normal manner.</p>	
8.	<p>Structure Applications:</p> <p>There were no structure applications.</p>	
9	<p>Any Other Business</p> <p>PL has looked into the costs of the insurance held by the WAA. The insurance provides public liability cover to the WAA in event of accidents etc. The renewal premium for this year rose considerably even though we had not made a claim. The renewal date is 1<sup>st</sup> January 2024.and</p>	

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	<p>Howdens in Witney (formerly A Plan) have provided a quote for the same level of cover for £129 as opposed to this year's premium of £344. It was agreed that the cheaper price and the fact that we would be dealing with a local company, means it would be prudent to change insurance providers at renewal.</p> <p>We are still awaiting the meter reading for the Lakeside water meter so that we can ascertain the accuracy of the large estimated bill from Castle Water,</p>	
10	<p>Date of Next Meeting The next meeting will be preparation for the AGM and will be held on Monday 4<sup>th</sup> March at 6.30pm.</p>	

*B Jessel*

B Jessel

Chairman of the Witney Allotments Association (WAA)