

**Minutes of Lakeside Committee Meeting**  
**7.00pm Wednesday 14 January 2026**

**Present:** John Cooper, David Mankelow, Chris Billington, Kevin Arnold, Ruth Taylor, Deborah Sheather, Martin Rowland,

**1. Apologies**

Glynis Mankelow, Nicola Pease

**2. Minutes of last meeting**

Agreed as accurate. **ACTION:** DM to redact for confidentiality and forward to MR for publication on the WAA website

**3. Matters arising that aren't on this agenda**

**a) Water trough number 4**

The water supply to the site has now been turned off for the winter. The husband of the tenant on plot 67A has agreed to help make the repair and will be asked to look at the trough adjacent to the Community Plot to ascertain whether a fresh water tap can be attached.

**ACTION:** DM to email the tenant on plot 67A to ask if there are dates and times when her husband can meet on-site to review what needs to be done.

**b) Septic tank**

JC has not yet heard back from Sharon Groth about which contractor WTC use to empty their other septic tanks. **ACTION:** JC will ask again. We will seek an independent quote if we hear nothing back.

**c) People's Choice Awards**

Plot 55 receives the award for experienced tenants and plot 16 receives the award for progress made by a new tenant. They will each receive a Garden Centre token for £25. **ACTION:** JC to inform them and arrange for the vouchers to be given.

**d) Tree cutting**

There has been no response from WTC. **ACTION:** CB to ask again.

**e) Raised beds**

JC has submitted a request for funding to WTC of £3,500. This will be discussed at the Halls, Cemeteries and Allotment committee meeting at 6.00pm on Monday 19 January in the Gallery Room of the Corn Exchange. Committee members are welcome to attend.

It is hoped to buy 3 'U' shaped metal beds.

**ACTION:** KA and CB will organise. It would be helpful to have the septic tank emptied before constructing the raised beds but this is not essential as we know where the manholes are.

**f) Community plot development and shed moving**

The current shed is unlikely to survive being moved so probably needs to be replaced. Easyshed.co.uk will deliver and install. An 8' by 8' shed with standard panelling and one door costs £1254 including VAT, delivered and installed. **ACTION:** All committee members encouraged to visit the website to analyse possible options -

<https://www.easyshed.co.uk/shop/customiser> .

We need to provide an appropriate base on which to place the shed. A concrete base will be easier to create a flat surface than laying slabs. **ACTION:** MR will cost materials to create an appropriate concrete base. (*Subsequent note – cost is approaching £600*)

#### **g) Apple tree on plot 24**

An independent contractor has quoted £400 +VAT for cutting down both trees, treating/poisoning the stumps and chipping the risings.

**ACTIONS:** KA and CB will contact contractors that they know for alternative quotes.

#### **4. Duty of care**

RT has researched other allotment association websites and identified that tenants' rights and responsibilities and the relationship between tenants, committees and councils are made clearer on others' websites. It was agreed that the WAA website front page would benefit from amendment to include this information so that current tenants and prospective tenants (before they apply for a plot) are aware that WAA is managed by committees of volunteers (not Council officers) who have a duty to ensure that tenants keep to the Tenancy Agreement. This would give greater clarity which the committee feel would be beneficial in terms of lowering the instances of breaches of the tenancy agreement which at times cause stress for volunteers who are bound to enforce the rules for the benefit of the majority. **ACTION:** RT will draft a new website front page for consideration by CoM.

#### **5. Committee of management**

##### **a) Two associations**

At the last CoM meeting, it was resolved, by a majority, to continue with current arrangements for another year, ensuring that there are only 2 CoM meetings during the year, as stated as the minimum in the WAA Constitution. This will be discussed again next year or earlier if the CoM do not achieve the target of having no more than two CoM meetings in the year. This committee agreed unanimously with this decision.

##### **b) Publishing draft breaches of Tenancy Agreement letters on website**

This committee agreed unanimously that draft letters should not be published on the website.

##### **c) Change to Tenancy Agreement form**

By signing the current Tenancy Agreement form, tenants *'agree to the terms of the current Witney Allotment Association tenancy agreement and subsequent revisions as agreed by the Allotment Association members at the AGM.'* However, the form does not ask them to sign to say that they have actually read the Tenancy Agreement. New tenants to Lakeside are given a copy of the Tenancy Agreement and two other documents summarising their rights and responsibilities. **ACTION:** JC and DM to take a proposal to the next CoM meeting to change the Tenancy Agreement form appropriately.

#### **6. End of Year Financial Report**

Thanks to NP who had provided the committee with a report indicating that the current balance on account is £13,005.02.

#### **7. Insurance renewal report**

JC and NP have met with Howdens, the insurance broker. The "statement of fact" was updated and WAA is now insured as a single association.

### **a) What is covered?**

Clean-ups and litter picks  
Clerical and other non-manual work  
Conferences, trade shows and exhibitions  
Delivery and/or collection of goods  
Domestic duties  
Firework displays or bonfire events up to 100 attendees  
Fundraising events (ex. Fireworks & bonfires) up to 1000 people  
Gardening (domestic)  
Horticulture  
Meetings, coaching and mentoring  
Talks, presentations and seminars

Trustees' and Directors' indemnity up to £100,000

**ACTION:** CoM to discuss whether £100,000 is enough for indemnity cover.

### **b) Contents cover**

All risks contents cover of £2,500 for all 4 sites with a single item limit of £1,000 with an excess of £75 would cost £50. This committee agreed that it was not worth taking out this cover.

## **8. Future planning**

### **a) Early season letter**

**ACTIONS:** Early season letters will be sent to all tenants around the end of February, except those requiring a more detailed explanation of expectations. JC will send more specific letters to the tenants who need them.

### **b) Checking contact details**

Deferred until next meeting.

### **c) Next year's Lakeside Committee – intentions and responsibilities**

Deferred until next meeting. Some secretarial tasks could be rotated amongst committee members.

## **10. Any Other Business**

An application to erect a poly tunnel has been received from Plot 27A. It would be helpful to have more details about the exact position the tenant intends to place it. **ACTION:** KB to contact the tenant for more details.

Linking with item 4 above there was some discussion about whether changes to the website could include a brief opening page directing viewers either to a WAA North section or a Lakeside section. This would have some benefit if the WAA North committee and the Lakeside committee wish to include different items on the website. DS and MR both have experience of website building and management. **ACTION:** JC and DM to take to the next CoM meeting.

## **11. Next meeting**

7.00 pm, Wednesday 25 March 2026 at Ruth and Jan's house.

**(Subsequent note: Changed to 6.00pm, Tuesday 24 March, Gallery Room, Corn Exchange.)**