

## EWAA Committee Meeting Thursday 25<sup>th</sup> January 7.30pm

**Chair:** Andy Henson      **Minutes:** Valerie Wardlaw  
**Present:** Jane Millar, Chris Rumble, Stephen Simmons  
**Apologies:** David Tucker, Helen Costello, Stuart Young, Cari Morningstar, Pat Mansfield, Alan Hart, Derek Bloomfield, Jane Nimmo-Smith, Jean Tiller

<b>Minutes of last meeting-</b> approved	
<b>1. Items from the Chair:</b>	
<b>Plot Labelling-</b> Andy and Derek are gradually making plot markers and marking off plots. Plot markers should last at least a year and plot holders should replace in future as it is their responsibility. Andy is finding the measuring very difficult, as there is much variation in plot sizes. All agreed that he should work with current boundaries visible on the ground and be pragmatic. If there are disputes about boundaries then the Committee will sort out with neighbouring plot holders.	
<b>2. Summer Party, Vegetable Show</b> All agreed to hold an informal barbeque and show on Saturday 23 <sup>rd</sup> June starting at 4pm in the children's play area. Steve will bring extra barbeque, food and drink will be provided as a pot luck- all plot holders to bring their own for sharing. Will need volunteers to organise event and show categories. Please contact the Committee to offer help- will discuss at next meeting.	<b>SS</b> <b>ALL</b>
<b>3. Non- tenders of plots and non payers of rent</b> All plot holders have now responded and paid rent. Andy/Valerie will take photos of non-tender plots between now and September to assess their cultivation. If we have a waiting list by September and the Committee feels there continues to be no sign of cultivation then these plots will be reassigned. Rules re payment of rent discussed previously will be implemented from September. VW to follow up issues raised re bicycle parts on plot 62 and reply to plot 61's letter Andy to resolve plot 118 and 119 issues with plot holders	<b>AH</b> <b>VW</b>  <b>VW</b> <b>AH</b>
<b>4. Public Liability Insurance</b> Andy will send a cheque to the Allotment Federation for the 20p per plot owed- for 150 plots. This does not give us insurance cover for use of tools as they are borrowed items belonging to all plot holders and so not insurable. All users of tools both manual and motorised must be given instructions and a safety talk before using equipment and must sign a disclaimer acknowledging the instructions. Copies of disclaimers needed in tool shed as well as shop. Steve will contact Health & Safety Executive for advice on anything else we can do.	<b>AH</b>   <b>SS</b>
<b>5. Correspondence with OUWG</b> All happy with current situation- hope the marking of plots will help to make clear the allotment areas. If public straying from OUWG land is a problem then we will put up more signs along the new boundary.	
<b>6. Tools</b> Paperwork in the tool shed needs organising- clipboard for notes about repairs (VW), instructions for using tools, and disclaimer forms. Could Alan/Derek and Andy sort this out? Alan to train all shop staff in safe use of equipment- arrange a date at next meeting. Rotovator and Glycosate sprayer should only be used by committee members.	<b>VW</b> <b>AHe</b> <b>Aha</b> <b>DB</b>
<b>7. Risk Assessments</b> Steve can put some together with Alan for each piece of equipment- to be added to	<b>SS</b>

the disclaimer sign off so we can show that we have informed users of the hazards and safety measures.	<b>AHa</b>
<b>8. Work Parties</b> 27 <sup>th</sup> Jan: Andy will organise- plot clearing as plot holders have asked for help- names in message book 28 <sup>th</sup> Jan: Steve will be around Next work party Saturday 17 <sup>th</sup> March- Andy to get a skip delivered Sat morning outside the shop to clear rubble round composting point. 16 <sup>th</sup> June work party- tasks to be decided at next meeting	<b>AH</b>  <b>SS</b> <b>AH</b>
<b>9. Recruitment leaflets</b> Nearly have a waiting list so do not need to leaflet at the moment. Helen to give Valerie the translations so she can make a second sign for the main noticeboard for local passers by.	<b>HC</b> <b>VW</b>
<b>10. 4 stroke strimmer</b> Alan to investigate best machine and give info to Andy to arrange money. Alan will need a lift to collect machine.	<b>AHa</b> <b>AHe</b>
<b>11. Council tractor</b> There is no guarantee the availability of the tractor so plot clearance should go ahead with the equipment we have.	
<b>12. Attendance at next Council Allotment Forum-</b> Stewart is unable to attend- any committee members wishing to go please represent us- The meeting is in the Town Hall on Tuesday 6 <sup>th</sup> March: AGM of Allotments Federation is at 6.45pm followed by the Council Allotments Forum at 7.30pm	<b>ALL</b>
<b>13. Notice boards</b> Steve will organise boards for the chain link gate on between Road 1 & 2 and another for the gate to Boundary Brook- so Valerie can put up notices more easily. Also a third notice board outside on the tool shed wall.	<b>SS</b>
<b>AOB</b>	
Shop suggestions: Would like a request sheet for ordering potato varieties and other items for ordering in the future Helen is ordering gloves and flower seeds will come with the rest of the order.	<b>HC</b>
Shop procedures- all agreed that no one should be offered credit in the shop from now on as it is difficult to keep track of. The committee should not allow exceptions as it makes being fair to all plot holders difficult- they can pay for the goods and be owed the money personally if they are staffing the shop.	<b>ALL</b>
Date of next meeting	
<b>Thursday 22<sup>nd</sup> March</b> at the shop or venue to be confirmed	