

EWAA Committee Meeting 7.30pm Thursday 30th November 2006

Chair: Stuart Young

Minutes: Valerie Wardlaw

Present: Cari Morningstar, Derek Bloomfield, Alan Hart, Andy Henson, Pat Mansfield

Apologies: David Tucker, Helen Costello, Jane Millar

1. Minutes of last meeting- approved	
2. Items from the Chair:	
<ul style="list-style-type: none"> Allotments Association meeting- next meeting is the 19th December at 7.30pm in the Town Hall- under discussion is security fencing & winter work programme 	
<ul style="list-style-type: none"> Peter Chiltern has sent Stuart a map showing the revised road and new path to the gate at the Boundary Brook side of the allotment- the road is marked incorrectly and Stuart will correct when the gates have been moved. 	SY
<ul style="list-style-type: none"> OUWG have signed a 15 year lease with Oxford City Council. OUWG have a pile of wood chippings outside the gate to the middle road- they must be removed a.s.a.p. and VW will request that loads are not dumped on allotment land. (VW will add to correspondence to OUWG). OUWG have started the coppicing to reduce the shading of plots 97 etc as requested. Discussion about water & electricity use by OUWG - we agreed to keep current situation of estimated charges rather than asking to set up a separate supply as Andy feels he is able to pass on charges accurately. 	AHa VW
<ul style="list-style-type: none"> White House Project- Andy Henson to tell John Nicholls that we will pass 50% of rent paid by small plot holders back to the White House Project to help them cover their expenses 	AHe
<ul style="list-style-type: none"> There are piles of farmyard manure on each road- £1 per barrow load as last year 	
<ul style="list-style-type: none"> EWAA show to replace Florence Park Show- Stuart suggested we hold a light-hearted show in September. Others preferred the idea of a garden party and barbeque. Agreed to discuss this again in the new year. 	ALL
<p>3. Non-tenders of plots- Concerns were raised about the lack of transparency in the allocation and re-allocation of plots. All agreed that there should be a clear statement of what is expected of allotment holders- published in the newsletter and detailed in future correspondence. Also agreed that decisions about allocating plots, assessing cultivation and dealing with non-payers of rent should be joint decisions by the Committee, not down to individuals. All available committee members should sign letters telling plot holders about re-allocation in the future. Agreed to assess the plots that were sent letters in July on the 3rd December at 12pm, VW will send a second letter to continuing non-cultivators with a deadline of the 23rd December. Plots will then be reallocated if no signs of cultivation or rent is not forthcoming.</p>	DT ALL VW
<p>4. Role of Trustees + Public liability- Nothing further to report- the next meeting of the Federation is due to discuss Trustees. Stuart will dig out a letter about our lease with the council which mentioned insurance and pass to Andy to look at.</p>	SY AHe
<p>5. OUWG concerns- VW to reply to the letter from OUWG with the following points- OUWG already have gate keys and so have no reason for leaving gates unlocked. OUWG must accompany any visitors on the extension land until boundary hedges and gates are in place to prevent them straying onto EWAA land. EWAA will put up signs along the boundary (at gates & gaps) between the allotments and OUWG warning that the allotments are private to reinforce this message.</p>	VW Who ?
<p>6. Tools- Derek is hanging up strimmers and moving the lawn mower inside the</p>	

shop. Plan to sell the Atco mower in the spring. This should leave space for the new rotovator, which is due in the next few weeks. VW to make a laminated sheet to hang inside the shed door for people to report faults and repairs. Derek will look at the First Aid kit and replace out of date items and it will be kept in tool shed where it is accessible to all committee members. Agreed to discuss risk assessments at the next committee meeting.	DB VW DB ALL
7. New site plan- Andy will modify our current plan as the numbering and marking of boundaries progresses.	AHe
8. Allotment publications- Andy has ordered various publications.	AHe
9. Items for shop- gardening gloves for men and women, hardy annual flower seeds, bulbs	HC
10. Non-payers of rent- for the next rent days in 2007 the rules are that rent must be paid by noon on the last rent day, thereafter a late payment fee of £5/£2 concessions will be charged. The Membership Secretary will then organise the committee to contact non- rent payers by phone and letter giving the AGM as the final deadline for rent payment. All subsequent replies from plot holders must go to the Membership secretary to prevent confusion. If payment is still outstanding at the AGM, the committee will send final warning letters and plots will be reallocated. Details of this system and how to pay will be put on posters around the allotment and in the last newsletter before rent days.	CM VW DT
11. Work parties- January 27 th & 28 th 10am till 12- finishing path- Alan to give Andy address for hoggin to be delivered in time, paid for from OCC annual grant cheque. Alan will borrow roller from OUWG plus helping clear overgrown plots. VW will put up signs and include Alan's phone number if anyone wants help clearing plots before January. Future work parties- clearing gap between shop and White House project, sorting out composting point- will need to construct new bins in the long term.	AHa AHe VW
12. Overgrown plots & fundraising- Agreed to provide black plastic to help with overgrown plots for free if requested, and to put down plastic on any vacant plots cleared. Stuart has asked OCC for Mypex. Fundraising ideas: selling seedlings & cuttings in the shop- need to agree at next committee meeting two dates in the spring for members to donate seedlings to the shop to sell to raise funds (put up notices and info in next newsletter).	SY ALL VW DT
13. Recruitment- Helen to report on progress with translation of leaflets at next meeting- VW to send copies of recruitment notices to Cari & Andy to display.	HC VW CM AHe
14. Social evening- all agreed they would prefer a summer barbeque- need volunteers to organise- discuss at next meeting.	ALL
15. 4 stroke trimmers- cost £390- agreed to buy one and use under current trimmer rules- if members feel the noise pollution is acceptable, then a proposal to change the rule could be voted on at the AGM in September 2007.	AHa AHe
16. Communication within the committee- concerns raised about lack of transparency in decision making and lack of inclusion of all committee members in discussions about allotment business. Agreed that all committee members must be informed by phoning those not on email, and that the whole committee must be kept informed if members are making decisions outside committee meetings. Committee members have certain roles and responsibilities to carry out without interference, but they must be undertaken with the full knowledge and agreement of the committee.	ALL
17. Rotovator will be delivered in December and training given by company supplying equipment.	AHa

<p>18. Youths hanging about entrance to Allotment- everyone to keep a watching brief and contact the Community Police if it becomes a bigger problem- thanks to whoever supplied the bramble bed as it appears to have cooled the ardour. Derek will fix the middle gate and repair the fences to prevent access to the allotment.</p>	<p>DB</p>
<p>19. AOB</p>	
<p>Expenses claims- any members requiring re-imburement for allotment expenditure to complete Andy's expenses claim forms for amounts over £10 (They are kept in the shop). This makes keeping track of payment much easier for Andy. Amounts under £10 can be reimbursed from shop funds. Agreed to pay 25p a mile for car use on allotment business.</p>	<p>ALL</p>

Date of next meeting: Thursday 25th January- 7.30pm at Allotment shop or venue to be announced.