**EWAA Committee Meeting Minutes**

**Thursday 10th May 2018, 7.30pm**

Chair: Clare Ferguson

Present: Jon Willis, Nicola Jones, Dan Thorpe, Jevon Lancaster, Tony Flett, , Peter Corcutt, Mike Yeadon, Meryl Wilford, Simon Bazley

1. **Apologies** - Pat Mansfield, Stewart Young, Louise Evans, Helen Edwards, Chris Clifford, Jane Millar, Josie Procter
2. **Minutes of last meeting** (8-March-2018): approved.
3. **Site matters:**
4. **OUWG update**

Prior to the AGM held last week, Jon Willis and Alan were the only OUWG committee members. Following the meeting, there are now 7 new committee members. This means that there are now enough people taking an interest in the site to ensure future management is on a more stable footing.

Jens Evans is the new chair and recently had meeting with Clare to discuss ways of improving liaison with EWAA. Discussion focussed on the improvement of the management of boundaries and a new joint management agreement will be drawn up. Techniques of thinning, coppicing and hedging are to be considered in the management of boundaries. Other points for further discussion will be upkeep of gates and supervision of visitors.

*Action point:* Updated joint management agreement. (Date?)

1. **Children’s Allotment update**

There is a work party programmed for the weekend of 12th -13th May. The work party skip will be next to the EWAA fire pile near the shop. To be delivered on Saturday 12th May.

1. **Water pipes update**

There is now one new water butt in place. The total cost for this was £280 for labour and took two days. Due to late delivery of the digger, the fuel costs were waived. In addition, the work also required a significant amount of voluntary time by Peter and Dan.

The sub-group will now decide when work is arranged for other pipework and water butts including best time to do this; and whether a work party needs to be arranged beforehand so that more volunteers are on hand to help digging, pipe-laying or in-filling or turf cutting etc.

*Action point*: Dan to look for quotes for digger with operator and turf cutter.

*Action point*: Sub-group to explore water harvesting systems.

1. **Willow management**

Chris Gamblin (tree surgeon) will work on management of large trees on boundaries and at the back of plots.

Discussion about management of fruit trees.

*Action point:* Clare to draw up agreement with Chris Gamblin (date?)

1. **Treasurer report**

Shop sales are very similar to those at same time last year.

Not reflected in Expenditure is that EWAA still owes half year rent (£388)

Shop takings to the value of £480 are missing. Discussion about how this could have happened (key was used to open the safe) and of the need to change system used in shop for money.

*Action point*: Recommendations:

* There should always be two people working in the shop together. If shop volunteers are alone, the shop should not be opened.
* New system to be implemented so that no money is left in the shop ie. The strong box is to be eliminated. Instead, the key-holder on duty should be responsible for the shop takings and either make a bank transfer or write cheque for the value of the takings.
* Clare and Nicola will talk to everyone who was on shop duty from the end of January to 25th March to see if anyone noticed anything suspicious.
1. **Shop report**

There are no more 8-foot canes. Agree not to replenish but sell 7 foot canes instead.

1. **Membership report**

26 people are on the waiting list.

17 plotholders would like more space.

Inspection date tbc. But to take place early June. Clare and possibly Meryl to help Jeavon with this.

1. **Machinery report**

Tony reports that the machinery seems in good working order.

Only the Toro in need of maintenance.

1. **GDPR data policy**

Richard Ellis is helping with policy document for EWAA which will be sent out to all plotholders.

Discussion about what should happen to data held on paper records. Agree that outdated information should be shredded/ destroyed.

1. **ODFAA meeting feedback**

(N/A as Stewart not available to give feedback).

1. **Any Other Business trophies**Further discussion needed about what to do with trophies. Several suggestions including being offered to Oxford Museum.

**Next meeting: Thursday July 12th 2018 tbc**