**EWAA Committee Meeting Minutes**

**13th September 2018, 7.30pm**

Chair: Clare Ferguson

Present: Nicola Jones, Meryl Wilford, Stewart Young, Jon Willis, Dan Thorpe, Jevon Lancaster, Mike Yeadon, Louise Evans, Tony Flett, Simon Bazley, Jane Nimmo-Smith

**Apologies** - Helen Edwards, Pat Mansfield, Jane Miller

1. **Minutes of last meeting and matters arising** Minutes approved
2. **Treasurer report**

There is a healthy balance in the account of over £8,000 even though EWAA is showing a deficit of income against expenditure for the year 2017-2018 of £1,527. This is due to the following:

* + Site rent was not paid to the council for Year 2016-17, therefore 2 years’ rent was paid this year ( an additional £777)
	+ Stolen cash from the shop was an unexpected loss of £480
	+ Water charge was high (£905) because of exceptionally hot summer and leaking pipes at the Urban Wildlife Group. (Their water is now off and they have paid their share of water.)
	+ 2 skips were ordered for the work parties as one skip was filled almost immediately. (£649)
	+ Shop keys were replaced after theft (£141)
1. **Shop report**
* Sales up by 10% from previous year which is a positive trend especially as items were often offered at lower price this year.
* Onions and beans are on order for next year.
* As seedlings from plant nursery sold so well, the suggestion is to increase the number of seedlings on offer next year.
* Card reader has been introduced. It requires the smart phone App iZettle to be installed on phone of someone working in the shop for transactions. Discussion about security and how this will work if someone at the shop does not have a smart phone. Simon suggests tablet.
* Jon will be away from October so someone else will need to be available to take delivery e.g mushroom compost
* Agree to order 6 loads of manure (2 per road)

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***Action points:***

-Jon to check viability of shop tablet to use with Card Reader.

-Mike and Steward will coordinate with Jon about taking deliveries.

-Clare to speak to Alice re Children’s Allotment skip which is currently blocking space EWAA uses for skip and bonfire material.

1. **Membership report**
* 40 people were on the waiting list over the summer. Not all these came forward for new plots, but 13 new members started and were allocated plots in September.
* Following the September inspection, 28 warning letters were sent out, and these plots will be reviewed and potentially re-assigned to new plot holders if cultivation guidelines not followed.
* There are now 20 new people on the waiting list and 5 existing members.
* Mick Callaghan will be taking on an additional ½ plot which is currently woodland and not a designated plot.
1. **AGM**
* Date fixed for 30th September starting at 10.00 a.m
* Posters have been put up and volunteers for committee invited.
* Meryl has offered to take on secretary role.
* Rent rise will be discussed and voted on at AGM.
* Chris Parker has resigned as Trustee; Chris Clifford has volunteered to take on that role.
* Discussion about what it means to be on the committee / on the shop rota, especially when many people do not have a specific role. Agree that we should continue as we are as we wish to be as inclusive and transparent as possible.
1. **Site matters:**
	* Water pipes update: Clare has meeting this Sunday with someone who will provide a quote for laying pipe and finishing the water butts project.
	* Query about current state of water harvesting tanks next to shop.
	* Work party: dates proposed 10th and 11th November 10.00 till 12.00. Agree that this is best date as there is a Committee meeting at which tasks can be set ( e.g cutting brambles in carpark, coppicing the hazel). Need to arrange a skip.
	* Proposal for sheltered workshop area and a lean-to adjoining shop.

***Action points:***

-Stewart to book skip for work parties - preferably lockable.

- Dan and Clare will cost and spec proposed workshop area

- Simon check to feasibility of having a solar panel pump to transfer water into accessible tank for use by plot holders.

1. **OUWG update**

Meeting with the council and BBOWT Wildlife Trust took place last week. BBOTW are now taking an interest in OUWG as part of their “Wild Oxford” projects. This seems a good match for all concerned as the site could be leased to BBOWT and they could help coordinate and manage projects. The council will provide some volunteers to do some work.

In terms of the previous organisers of OUWG, Alan Hart has now resigned as a trustee. Peter Byfield is taking an active interest.

There is also a slow worm project and they are interested in joining two isolated colonies on the site by having some open ground: clearing of the buffer-zone with the allotments would seem to be good solution for this.

In summary, there are now 3 interest groups potentially carrying out projects on the site and this seems very positive for the future of OUWG.

1. **Machinery report**

Toro not been mended with fibreglass yet.

The other two cutters are working well as are the strimmers.

1. **Date for next committee meeting** – Thursday 8th November
2. **Any Other Business** –
* Charles Dowding talk on 3rd November “No dig gardening” – 3 tickets given out.
* ODFAA have reminded us that we are not “the largest allotment site” in Oxford! Does this mean we need to change the strapline on our website which currently proclaims this?
* Discussion about whether some of the misunderstandings by plot holders about the rules are due to language problems.
* ODFAA allotment competition 2019 – is anyone willing to judge locally? The competition is not for produce but is for the best allotment. Jeavon expressed an interest to participate.
* Date for Apple Pressing – 23rd September at 12 (maybe also taster on 16th)

***Action points:***

- Meryl to get translation of the salient rules in Chinese and Urdu in time for AGM and liaise with Nicola re Chinese translation.

-Meryl to put up posters about apple pressing.