**EWWA Committee Meeting Minutes**

**14th November 2019**

**19.30**

**Chair:** Chris Clifford

**Minutes:** Charlotte Attlee

**Attending:** Louise Evans, Tony Flett, Dan Thorpe, Simon Bazley, Jon Willis, Jane Millar, Pat Mansfield, Meryl Wilford, Renata Retallack, Zara Skitt, Grzesiek Gorski

1. **Apologies:** Clare Ferguson, Bridget Wheatley
2. **Minutes of last meeting and matters arising**

Approved.

Thanks from the Chair and seconded by the committee to Stewart for many decades of work on the committee and to Clare for her work as Chair.

1. **Chair’s Report**

There is going to be a log kept on all thefts. Thefts are to be reported to the main EWWA email (on notice board) , so that patterns can be observed.

1. **Treasurers Report**

All rent except for a very small number has now been collected.

After the last report, the water bill has arrived with costs for 12,000 cubic metres of water, most likely due to a leak in the wildlife area, possibly costing around £500-600.

The repair of the leak is scheduled for later in the month.

It was noted that the existing metal pipes are old and vulnerable and will need replacing in the future.

**Action:**

Chris to make contact with Candy and Peter to discuss changes in the management agreement as the lease comes to an end.

Remedial work to be undertaken end of November.

Review situation in January 2020.

1. **Shop Report**

Simon has sent out an email with shop opening dates up to August 2020.

There is now a supply of wood in the shop for shed repairs and paths and deck boards for making beds. To be advertised on the website.

Access to shop rota is via Wordpress. The plan is for people to register on Wordpress, they will then be notified 3 weeks in advance of their shop rota.

There was a general discussion about greater variety of stock in the shop and a question arose about having a separate email for the shop. Both issues had inconclusive answers.

**Action:**

New keys for the shop need cutting.

A printed document for managing the shop will be made available, to be displayed near the desk.

GDPR compliance will be looked into in the near future to ensure all allotment holders data is protected.

1. **Draft Memorandum of Understanding with the Children’s Allotment**

Excavation of the Children’s Allotments water pipes have been made by Chris and Dan and a metre supplying water to the Old Whitehouse Project has been found.

An electricity sub metre has also been discovered on the Children’s Allotment premises.

**Action:**

A Statement of Intent for services will be made.

Charges for water will be based on a third of the annual readings (that will also be taken quarterly) with an invoice sent once a year for Alice Hemming to set up payments by direct debit.

When the Children’s Allotment is ready for electricity, they can be reconnected at their expense. Alice Hemming is in agreement with this proposal.

1. **Future Work Parties**

The response to the recent work parties was described as “poor”.

The work carried out by the 2 work parties in November were: tidying the car parks, clearing by the septic tanks, excavating by the water tanks and strimming the cut-throughs.

It was agreed the cut-throughs would not exceed a width of 1 metre.

**Action:**

To get more member involvement.

It was suggested that when people pay their rent they could be asked to sign up for a work party and then be sent a reminder 3 weeks beforehand.

1. **Future Capital Expenditure and Membership Events**

The new figure for the lease has risen from £777 to £822.20.

There is a maintenance backlog which will need addressing. The issues are:

1. Taps for the Children’s Allotments are leaking i.e. they are not turning on and off correctly.
2. The tap to isolate the toilets has sheared off.

There is a huge cesspit that hasn’t been cleaned out in living memory. On 12th November Direct Services made a CCTV inspection of the the cesspit and the inspection point and pumped out half of the contents.

It was proposed that the budget should cover a yearly emptying of the cesspit to the cost of £140

The cover over the the taps is buckled and needs urgently upgrading to a highway cover that will withstand driving over. Direct Services have quoted £700 to replace it to include a new base.

It was agreed that this is work that needs to be undertaken and hopefully the Children’s Allotments and the Urban Wildlife Trust will share the costs.

It was proposed and agreed that the original plan for phase 2 of the kitchen be implemented, so that kitchen units replace what is there and the sink is plumbed in.

A budget for this work was set for £500.

**Action:**

Plumber to be employed for the jobs of repairing taps, including the positioning of a standard tap in the toilets for the use of attaching a hose and cleaning down tools. Estimated cost £300.00.

Employ Direct Services to upgrade to a highway cover and base to protect the taps.

Contact The Children’s Allotments and the Urban Wildlife Trust to share expenses of the above.

Greg and Zara know of kitchen units being thrown out and will investigate the possibility of them being moved.

A site joiner to be employed for 1-2 days to cover the kitchen work.

1. **Any Other Business**

Simon has installed the solar pump for the large water tank outside the shop.

Jane asked if the Children’s Allotments were using the allotment toilets. They are at present but may in the future install compost toilets for their own use. No plans at present.