**EWAA Committee Meeting Minutes**

**12th November 2020, 7.30pm**

**Zoom videoconference**

**Chair:** Meryl Wilford

**Minutes:** Mike McNaboe & Jane Millar

**Present:** Chris Clifford, Jon Willis, Pat Mansfield, Dan Thorpe, Mike Yeadon, Tony Flett, Sarah Pollard, George Murray, Grzegorz Gorzi

1. **Apologies:**  Renata Rettalak, Simon Bazley
2. **Minutes of last meeting and matters arising**
* Minutes from September circulated before the meeting. Approved.
1. **Chair’s report**
* Update on lease: MW contacted ODFAA 9/11/20 but there have been no recent communications with the Council possibly because people are on furlough.
* Lease questions from AGM were 1) How are we going to consult all members on the co-operative or Ltd company options? 2) Could we have a discussion about the options on the website (starting with an explanation of options)?

Action points:

* MW to contact ODFAA again about next steps post lockdown e.g discuss contacting city councillors for this ward.
* JM to set up page on website specifically for lease e.g with links to any existing documents and information from ODFAA to help inform membership.
1. **Treasurer’s report**
* JW explained that the signatures need to change for bank account. Jon and Simon to remain but Chris taken off and Meryl added.
* Jon reported that most rents had been collected.
* The water company have been undercharging the Association for water over the last three years, and now want £1800 to cover that period.

Action points:

* JW to arrange for signature changes with bank.
* JW to send further information after the meeting about the water bill.

 [Information sent after the meeting by email]:

“*We switched over to First Business Water on 1st July 2017. Using the actual water reading then, compared to the current reading, we have been using on average 98 cubic metres of water / month. Given that water is approx £1.39/cubic metre, and fixed charge is £4.25, it should be costing us approx £141/month, but FBW was debiting £66/month, hence the large adjustment required.”*

1. **Membership report**
* Mike Yeadon reported that rent non-payers have been notified that if no payment received, plot will be re-let.
* Re-opening of waiting list. The waiting list will re-open in the New Year. There are 5 people still on the current waiting list.
* Policy on lettings regarding "starter plots". On the shop row, the front halves of plots 219 and 218 were turned into 16 small “Starter plots” with a grant from the council to create slabbed paths and small divisions with easy access for people with mobility issues. About 4 years ago, these starter plots seem to have become a “normal” half plot, rented out to a family. Negotiating the return of the mini-plots may now be quite difficult.
* Break-ins and how to manage/ monitor/ follow-up discussed.

Action points:

* Mike to open waiting list 1/1/2021. Is any publicity needed?
* JM will make new laminated notices for the gates stressing the need to lock the gates.
1. **Shop report**
* Shop under lockdown. Agreed that shop to remain closed and no online orders taken.

Action point:

Shop policy to be reviewed as and when COVID social distancing restrictions lifted.

1. **Communications** (discussion postponed due to time)

Action points:

* JM to contact people by email.
* A sub-committee to be started to discuss the IT issues. Jane M to arrange.
1. **Work party planning**
* Discussion about whether staggered work party possible. Agreed that no work parties of any kind will take place while COVID continues.
* Skip still needed for members to clear rubbish from plots.

Action points:

* MMc/ MW to organize skip
1. **Admin and maintenance issues**
* Water has been turned off with help from tap c/o Men in Sheds
* Toilet block needs to have cleaning rota and door needs to be closed to prevent pipes freezing in winter.

Action points:

* MW to thank Men in Sheds/ John Butler
* Dan volunteered to fit door closer.
* MW to empty rubbish bin in toilet block until Xmas when rota might be organized.
1. **Date for next meeting – 14th January 2021**