**EWAA Committee Meeting Minutes**

**14th January 2021, 7.30pm**

**Zoom videoconference**

**Chair:** Meryl Wilford

**Minutes:** Jane Millar

**Present:** Chris Clifford, Dan Thorpe, Jon Willis, Pat Mansfield, Mike McNaboe, Mike Yeadon, Renata Rettalak, Sarah Pollard, Simon Bazley, Tony Flett.

**Apologies:**  None received

1. **Minutes of last meeting and matters arising**

 Minutes from November approved.

1. **Chair’s report**
* *Asbestos*

I have informally contacted various members about asbestos (and also talked about this with OUWG) with the view to carrying out a survey to quantify the amount of asbestos on site. At this stage, it seems that the first step is to see how much asbestos there is and then be advised by specialists whether an action needs to be taken for disposal. I have contacted a member who works as a manager at a demolition firm and he has inspected some of the asbestos with me and is happy to advise on options. He has also provided a quote for removal just to indicate the scale of costs this might entail. Agreement that communication with membership needs to be done quite discreetly and not through the website as we don’t want to provoke an avalanche of asbestos some of which might not even originate on the allotment!

Action points:

* Communication to be sent to all members via email asking anyone with asbestos on their plot to contact Chair by end of February. **MW & JM**
* *Boundaries with OUWG*

The boundary between the allotments and the OUWG is not well defined in some areas and means that some members have extended out beyond the boundary. At meeting with OUWG on 17-12-20, we discussed the possibility of arranging a meeting with plotholders from plots 92, 93, 94, 95, 96 and 97. This is not going to be possible due to lockdown but perhaps these members could be reminded of the boundary by observing where OUWG put blue rope along the line of the boundary.

Action points:

* Communication with members affected to let them know that “reminder” rope will be put up along the boundary**. MW & MY coordinate**
* *Mid-January coppicing of hazels in play area for boundary fencing*

OUWG have asked whether the hazels in the EWAA play area could be coppiced and the offcuts be used to continue the hedge-laying along the boundaries. Agreement that this can happen on the understanding that the offcuts are used for the boundary and OUWG to confirm dates for this. SB commented that the play area boundary itself needs to be better maintained.

Action points:

* Email Helen Edwards to confirm. **MW**
* *Designated sharing sites for wood and branches and peasticks*

Some plot holders are helping themselves to wood and branches from the Wildlife area. We need to let plotholders know that there are designated share sites adjacent to gates which are marked as sharing piles

Action points:

* Communication with members via website to explain that OUWG is not open for foraging! **MW & JM**
* *Deer*

Damage to saplings and crops is an ongoing problem. OUWG will share their 5-year management plan which will include their plans for deer management.

1. **Treasurer’s report**
* *Expenditure ­–* since last meeting: £300 on skip; £100 on new padlocks for the gates
* *Banking –* difficulty adding SB’s signature to the account

Action points:

Pursue the change of signatories with Barclays Bank **JW**

1. **Membership report**
* *Waiting list*

The waiting list for new members did open at the beginning of January but on the understanding that no plots can be assigned at the moment during current lockdown restrictions.

Action points:

1. **Shop report**
* *Shop opening*

Discussion about whether the shop should open during current restrictions as a sort of “click and collect” system and how that might work. Discussion about ordering of stock for spring – potatoes, onions, shallots and garlic. Agreement that shop should remain closed. SB explained that potato order for £200 already made and would need to be cancelled if shop did not open.

 Action points:

* Cancel the potato order due for delivery in Feb. **SB**
* Update the website information to confirm that the Shop remains closed during C19 lockdown. **JM**
* Post notice to members explaining that as the Shop is closed there will be no seed potatoes, onion or shallot sets, or garlic on sale this spring. **JM**
1. **Communications**
* *Lockdown guidance*

The committee agreed the need to remind members that national C19 restrictions apply on the allotment site.

Action points:

* Post a reminder to members via the website **JM**
* Send JM images that were used in March/April notices **CC**
* Check that the laminator in the shop can process pouches larger than A4, and if it can, order some and make fresh reminder notices for the gates and the noticeboards, that are visual rather than wordy – hands, face, space **JM**
* *Officer email addresses ending @ewaa.org.uk*

The sub-group held a meeting and agreed that all the email addresses specific to officer roles (Chair, Treasurer, Membership, Shop, Contact) will be managed in future from their respective mailboxes, and the redirects in place previously, that passed messages on to personal mailboxes will be cancelled. This ensures that the archive of correspondence to and from each officer is kept in one place, and can be made available to the next person who takes on responsibility for that aspect of committee work.

All credentials for accessing these mailboxes are now stored in a shared cloud location to which JM and JW have access.

Action point:

* Management of Membership email correspondence must move to this new system, with support from Mike Harris if required. **MY & JM coordinate**
* *Platform for managing the affairs of a small not-for-profit organisation*

The subcommittee will undertake the task of identifying an affordable system that will provide the tools need to: maintain and manage the membership list in a way that is compliant with GPDR requirements, contact the membership, facilitate communication between committee members, etc.

Action point:

* Convene another meeting of the sub-group when there are concrete proposals to discuss. **JM**
1. **Lease 2021**
* *Discussion on lack of progress*

Acknowledgement that the negotiations between ODFAA and OCC are behind schedule, so agreement unlikely in time to sign a new lease on 29th September 2021, when the current agreement expires. The delays are probably due to additional workload caused both the Covid crisis, and to the gradual reduction of staff across all areas of the Council over recent years.

However, this should not prevent the EWAA from deciding whether or not to incorporate, and if chosen, which type of incorporation would be most suitable.

Action points:

* Lease sub-group formed MW, CC & JW
* Sub-group to work on cost/benefit analysis, comparing the admin burden too
* Aim to make recommendations in time for the May committee meeting:
	+ Status quo (trustees) or incorporation?
	+ If incorporation, which form, co-op or company limited by guarantee?
1. **Admin and maintenance issues**
* *Padlocks*

The four new ones arrived with a set of new spare keys. They are in a jiffy bag on the table in the shop.

Action points:

* Find out how to replace the old ones with these new ones – is welding needed or can it be done by releasing bolts? **TF**
* *Vacant posts: Secretary and ViceChair*

Action points:

* Discuss at next meeting
1. **AOB**
* *Need to formalise the cleaning arrangements*

By email agree what’s needed with regard to re-supply of loo roll, paper towels, and hand-washing detergent, and put a rota in place **MW**

* *Scrap metal*

Need to identify someone to take away the pile left after the last litter purge.

Action points:

* Contact Andy Henson to ask for details of the person he used to use **JM**
* Send MM details of the person recommended on the FP Nextdoor site **JM**
1. **Date for next meeting – 11th March 2021**