

# EWAA Committee Meeting Minutes & Actions

Thursday, 11<sup>th</sup> January 2024

*Chair:* Josie Procter, meeting conducted via Zoom

*Attendees:*

Chris Clifford, Claire Ferguson, George Murray, Jane Millar, JP (chair), Jon Willis, Meryl Wilford, Sarah Pollard, Simon Bazley

1. **Apologies:**

- Bridget Henderson, Daniel Thorpe, Mike McNaboe, Mike Yeadon

2. **Minutes of November 2023 meeting and matters arising:**

- Approved without comment or query.

3. **Governance matters**

- *Lease Negotiations:* No further news from ODFAA, further to the update circulated in December: [ODFAA 2023 Winter Newsletter](#).  
**NB:** the Council expects each allotment association to incorporate before signing the new lease.
- *Revised Constitution:* re-drafted document circulated by CC (from Janita Good) was approved for EWAA Committee to propose to the membership for ratification.

**ACTION CC:**

- Pass on a vote of thanks to Janita from the Committee for the work she has done on this document.
- Ask Janita to prepare the two additional documents required that define the legal relationships between the Trustees, the Committee, and the Membership:
  - i) Deed of Trust (between trustees and committee);
  - ii) Licence Agreement (for each plot-holder)

**ACTION JM:**

- Coordinate copy edit of the Revised Constitution document, removal of change tracking, and storage on the website.

**Deadline:** end January

- *EGM Date:* meeting of membership to ratify all three documents (Revised Constitution, Deed of Trust, Licence Agreement): Sunday **March 17<sup>th</sup>**, 11.00 at Shop.

Agreed quorum 15 attendees, which is 10% of the current paid-up membership.

**ACTION JM:**

- Post a “save the date” message to the website to alert members and ask them to read follow-up information.

**Deadline:** end January

# EWAA Committee Meeting Minutes & Actions

Thursday, 11<sup>th</sup> January 2024

## **ACTION JP:**

- Promote engagement and attendance to the Facebook group.

## **ACTION CC:**

- Write explanatory text for circulation to membership, to explain why this is happening, and to encourage maximum participation.

**Deadline:** end January

## **ACTION JM:**

- Post announcements to all with link to PDF of the proposed constitution document  
**Deadline:** no later than **Sunday 25<sup>th</sup> February 2023** (three weeks' notice)
- Call for volunteers to promote the event with physical signage around the site

- *The CIC model (Community Interest Company)*

- At least two other Oxford allotment associations have already incorporated by forming a CIC. Both AAs reported that the process of forming the CIC was relatively straightforward and quick.
- There was uncertainty that this would be an appropriate or applicable form of incorporation for the EWAA.
- There was also concern that there might be legal conflicts that would make the CIC an unworkable solution.

Conclusion: a separate committee meeting must review the options thoroughly. All committee members were encouraged to do as much research as feasible to form a view on the pros and cons of the three alternatives – Co-operative, Limited Company, and CIC.

## **ACTION JM:**

Circulated details of both applications to the committee

## **4. Membership report**

Since November meeting:

- 35 people who were on the waiting list have been contacted
- 1 allocation meeting took place, and another will happen once the standing water has subsided
- 4 plots let
- 7 plots currently vacant (total 30 poles)
- Waiting list has 36 people on it; oldest request for a plot dated May 2023

## **5. Treasurer's report**

- Rent collected: of the 166 members asked to send their annual sub 147 members have paid
- 7 of the members who haven't paid report that they are giving up

# EWAA Committee Meeting Minutes & Actions

Thursday, 11<sup>th</sup> January 2024

- 10 members have not yet paid
- GW & SB looking at alternative ways to reach people

## 6. Shop report

### JM ACTIONS:

- Contact volunteers during January to confirm rota for Feb & March
- Publicise arrival of seed potatoes
- Re-stock seed packets and potting compost
- Order 70 bags Muck n Mulch

## 7. Site matters

- Usual flooding at back of plots on Shop lane alongside cycle path
- No driving on site until further notice, due to soft ground
- DT reports that preferred plumber unlikely to be available so someone else needs to do work upgrading access to the stop cocks
- A dripping tap on standpipe was reported at the end of the Shop lane  
**ACTION SB:** will investigate

- Guttering on Shop needs work in order to resolve water butt issues; this will involve some disturbance of the roof tiles, which requires an asbestos-rated firm.

### **ACTION SB:**

- Draw up analysis of task, with proposed solution and quote, to circulate in advance of March meeting.

## 8. Any Other Business

- Translation button now active on all the EWAA.org website pages

### **ACTIONS: JM**

- Add Pashto and Ukrainian as language options
- Change flag for English from USA to UK

Date of next meeting – Thursday 14th March 2024