

DRAFT EWAA Committee Meeting Minutes & Actions

Thursday, 14th March 2024

Chair: George Murray

Attendees:

Bridget Henderson, George Murray, Jane Millar, Jon Willis, Meryl Wilford, Tony Flett

1. Apologies:

- Chris Clifford, Clare Ferguson, Daniel Thorpe, Mike McNaboe, Mike Yeadon

2. Minutes of February 2024 meeting and matters arising:

- Thanks to SB for sorting the dipping tap on the Shop lane. NB the stop cock requires a firm twist to closes if off completely.
- C.FWD. – Guttering on the Shop building.

3. EGM

- *Vote of Thanks:* to Janita Good and Chris Clifford for finalising the proposed constitution and licence document which were publicised to the Membership as per the agreed timetable.
- *Queries received:* Discussion of points raised by two ploholders, in particular regarding voting rights. Need to state that any size of plot can be shared by a maximum of two people, so two members. One vote each is as already stated.

ACTION JM:

- Draft and circulate amendment to 5.1 ASAP, in advance of Sunday's meeting.
- WEBPOST & FB message to membership to spare 15 minutes on Sunday to attend the EGM – i.e. it's important for the future of our allotment site to get this past the line NOW.
- QUORUM: to achieve the agreed 15 attendees everyone on Sunday to rally all ploholders who they meet, and who come into the Shop to make purchases.

4. Membership report

Since January meeting:

- 8 plots newly let
- 33 people currently on the waiting list; the oldest addition from Sept 2023
- 8 plots currently vacant (total 24 poles)
- Next publicised inspection schedule w/c 15/4/23
- Re-iteration of the agreement among the Committee, from previous discussions, that we only maintain records of Member, but not of any informal "helpers" who may accompany members to work on their plots.

ACTION GM:

- Publicity for inspection: **1st April**
- GM would like a "resident" committee volunteer to accompany him on the inspection each lane:
 - JM volunteered for Shop Lane
 - Middle Lane – **volunteer please**
 - Howard Street – **volunteer please**

DRAFT EWAA Committee Meeting Minutes & Actions

Thursday, 14th March 2024

5. Treasurer's report

- Treasurer not in attendance

6. Shop report

- There were still some unfilled dates on the rota, as most people have commitments on a number of Sundays
- Seed Potatoes are selling well
- Fresh Alliums also quite popular
- More non-perishables (compost, etc.) arriving this week, in time for Shop on Sunday
- Barley Straw delivery agreed for the morning of **Saturday 6th April**

7. Site matters

- **OUWG Boundary Issue:** complaint regarding removal of branches along the planted hedgerow that had been designated for hedge-laying work later in the year.
- Discussion of which plot member(s) might be responsible, and the history of boundary problems along the division between the EWAA and the OUWG sites.

ACTIONS:

- GW: respond to the message from Helen Edwards, chair of the OUWG
 - GW & MW discuss previous problems
 - GW, MW, HE: agree how best to clarify and publicise the exact location of the boundary to the membership of both organisations – maps, coloured stakes, etc.
 - GW: liaise with HE of the OUWG to set up regular catch-ups for discussion of any concerns
 - MW: send JM up-to-date versions of the two Joint Management Agreements, EWAA-OUWG and EWAA-Children's Allotment, so that they can be stored and published on the website.
- **Vehicles entering the site:** multiple occurrences of entry reported over the last fortnight, one lorry, at least two cars. JM has spoken to George of Muck and Mulch so he is aware that the vehicle ban is definitely in force and he will make contact us before resuming plot-side deliveries.

ACTIONS:

- GW: contact Paul Colmer who delivery farmyard manure to explain the situation and ask him not to deliver until he has confirmation from the EWAA Committee that it is safe to do so
- GW: contact ploholders who are waiting for the driving ban to be lifted
- JM: write a firm webpost to reiterate that infringement of the ban is unacceptable
- GM: speak to ploholders who regularly "park" alongside their plots or on the Social Area

ONCE VEHICLE ACCESS IS ALLOWED

- JM: WebPost to emphasise that cars cannot be parked on the lanes or in the social area. We are in the fortunate position of having two car parks.

DRAFT EWAA Committee Meeting Minutes & Actions

Thursday, 14th March 2024

- **Mowing:** Tony reported that mowers have clearly been used, and returned dirty and clogged with mud to the Shed. There should be no mowing until the grass is dry enough, which will hopefully be at some point in April.

ACTION:

JM: reply to query sent from one of the mowing volunteers (PC)

ACTION:

DT & MM: to switch on water at their discretion, when the membership needs it for seedlings growing under cover.

FAO: Simon – there may be old keys in the drawer to the broken Mortise lock on the shed door. This was replaced last year and all regular shed users have a copy of the new key.

- **SKIP:**

ACTION:

JW: ~ Order a skip for delivery in the week leading up to the inspection

~ See if Howard is again able to manage the dumped rubbish and pack the contents as efficiently as possible.

- **Governance**

The meeting discussed what steps to take in order to decision on the most appropriate form of incorporation for the EWAA. This would then be put to the Membership.

ACTION:

GM: Set up a special consultative meeting, using Zoom, in April if feasible, to focus solely on exploring the implications, pros and cons of the three alternative incorporation models – Cooperative, Community Interest Company (CIC), Small Limited Company (SLC).

One key consideration is the how much active participation is required from the membership under each of the models – i.e. would it take more than the 12 members for the management committee?

Invite people from other allotments to join at specific moments in the discussion, so that they can answer our questions on the practicalities and the reasons for the choice their own allotment committee made.

DECISION: at May 9th Committee Meeting, discuss and agreed which model the Committee recommends to the members

Form a dedicated subcommittee to work through preparation for the transition to incorporated status later this year, and on communications to the membership.

At the next meeting discuss the three models: Co-operative, Small Limited Liability Company, Community Interest Company, and come to a decision on what to recommend to the membership.

Once decision made:

- inform the membership which option the committee recommends and the reasons why it was chosen as suitable for the EWAA

DRAFT EWAA Committee Meeting Minutes & Actions

Thursday, 14th March 2024

- set out the timetable for formal presentation and adoption of a new governance model; communicate this to the members
- aim to use AGM as transition for formal move away from Trustee model, vote to adopt recommended new system, and establish a new management committee. This followed by an in-person rent day which all members will need to attend in order to sign a licence and retain their plot(s).

8. Any Other Business

- ODFAA Public Liability Insurance

We have submitted the EWAA details so expect to receive an update policy document for 2024-25 soon.

- The Future of the Committee

JM explained that she would be unable to continue the current level of commitment to the EWAA Committee from October 2024. She aims to hand over running of the shop stock and coordination of the volunteers to someone else. Currently she is monitoring three mailboxes – Shop, Contact (equivalent to Secretary), Chair -- which is unsustainable in the long term.

ACTIONS:

Everyone

- EVERYONE: make contact with fellow members and encourage them to become involved in the committee
- JM: make contact with one or two people who responded to the survey saying that they would like to learn more and see how they could help

Date of next meeting – Thursday 9th May 2024