

Minutes of EWAA Committee Meeting

19th March 2026

1. Apologies: Daniel Thorpe.

Present: Vicky Bell, Amy Douglas, Janita Good, Michael Harloe, Mo Leen, George Liddell, Mike McNaboe, Lydia Wainwright, Meryl Wilford, Jon Willis.

2. Approval of minutes of last meeting 22nd January 2026.

Approved.

3. Matters arising

ODS never came back about the plumbing. **Action point:** ML will cross-reference with lease and site plan, after the lease is sorted out and in the winter.

JW's refundable deposits proposal - discussion postponed to future meeting.

Email servers. XstreamLab closed Snappymail, which has been replaced by Roundcube. They are pricing an alternative, Nextcloud, which would be a good option for file hosting. **Action point:** AD to prepare a report on our options regarding the future of our email accounts.

3. Treasurer's report

Since last meeting: other than regular recurring expenses, £1100 spent on shop purchases, £80 to clear plots. Income of £870 on 3 weekends of shop sales. Current balance £15000 in bank.

4. Membership report

Since the last Committee meeting, 10 people on the waiting list have been invited to a series of allocation meetings and we have welcomed 5 new allotmenters.

The waiting list now stands at 48, with the oldest name on the list being October 2023 (but she has been offered and passed on a number of opportunities to get a plot). We have 7 whole vacant plots, 3 full plot's worth in good condition. There are a further 4 plots that have been abandoned and are now very overgrown and vacant for over a year.

5. Shop report

Harriet and Louise will be sharing the shop officer role. Thank you Vicky for your service! Shop now has a laptop to track purchases.

Action point: VB to submit invoice to JW for the laptop, £50 secondhand.

6. Memorandum and articles

JG agreed form of draft documents. Need to call an EGM to vote on resolution to transfer assets and liability of EWAA to newly-formed company.

Company must be formed before EGM, and it needs a bank account. There must be a register of members (statutory requirement), which has to be kept at a registered office or alternative address. Accounts will appear in the public domain. Accounts and filing at Company House could be done by the same people with whom we have a registered office, which would relieve the Treasurer of a task, and make the Treasurer role less daunting for future candidates.

All plotholders will become members of the company, which means it's especially important for the Membership Secretary to keep the member list up-to-date.

ML questions point 3.3 of the articles - can only plotholders become members, or can anyone become a member? JG: Anyone. Company has power to decline to offer membership to someone who is not a plotholder, so it's a non-issue. **Action point:** JG will have a look at the language of point 3.3 to see if it can be made clearer.

All committee members to be directors. One person to be subscriber and first director when forming company. Then, the first director appoints all committee members as the other directors. Directors must verify their identity using a government app. All directors should understand the responsibilities of becoming a director.

Action point: JW to set up the company bank account, contact the people who are going to be the registered office, and set up the company. Then we can call the EGM.

Action point: Committee to write to MW regarding transferring the lease over to the new company, then MW will resign as trustee. We will then inform the Council of this.

The memorandum and articles of the new company were accepted by the committee.

7. EGM

EGM to be called once company is formed. We need to give the membership 7 days notice, via the website and email, which will include relevant attachments such as the proxy voting form.

MH: Can we draft an explanation to go on the website about all this company stuff? To tell people they can use a proxy and the timescale (JG says it's already on the proxy form). Who will be the first director? JG: It doesn't really matter who. JW will do it. LGW to send out an email with the explanation from the website (including reassurance that they'll feel no change), and attach a notice of EGM and the articles and the proxy form. Tell people to email proxy form back. Voting is a simple majority. Date: Sunday works well. MH agreed to draft a note for the website to be approved by JG.

8. Site security

GL has been doing a survey of thefts and chatting to ploholders. Thieves are from onsite as well as offsite. Hot spots are top half of shop lane and bottom of middle lane. 26 incidents in last 18 months logged so far, including: shed, young trees, seeds, trowels, wheelbarrow. Thefts happen at all times, including during the day (opportunism due to few people onsite), also likely 4-6am. Things locked with half-decent padlocks seem to be targeted less often.

There are a number of things we can do. See ODFAA advice on allotment security, on their website (Smartwater and signage).

Site-specific problems: huge size, four gates, people climbing fences. Barbed wire along gates? Could be someone with a key, but not a good idea to change all locks, logistical nightmare. Cameras - good quality wildlife camera for shop, will give us more information. Coverage of gate to find out who isn't locking it. Membership are keen on getting cameras and gates not being left open. Sign on gates about CCTV (there is already at least one). Solar security lights would get stolen. Motion light on shop, needs investigating to find out why it is not working. **Action point:** JW to give GL a budget for security items. Once things are in place, we will put a notice on the website.

9. Lease

Dan, a surveyor at OCC, assured us that he would send over lease info by last week, but hasn't done so. Feedback from Urban Wildlife Group on extending easement on gate access, agreed with JW and to go into the joint agreement. Car park is OCC (or at least not ours).

10. Resignation/cooption of officers

ML resigns as Chair. MH and JG propose GL as Chair, MH as Deputy Chair. Thank you Mo for your service. GL has Mo's keys.

11. Muntjac

Muntjac still eating ploholders' plants. No point doing anything until new lease.

12. Date of next meeting

Next committee meeting is 14th May 2026, 19:30.