



**Humber Avenue Community Allotments Community Interest Company
Committee Meeting**

Saturday 18th May 2024 10.30am – 12.30pm

Durrington Community Centre

Present:

Terry Smith (TS) Chair

Peter Davey (PD)

Christine Busfield (BD)

Malcolm Hedger (MH)

Linda Head (LH)

Ros Knight (RK)

MINUTES

1. Welcome and Apologies

TS welcomed the committee to the meeting. Apologies were noted from Ruth Allan.

2. Minutes from the last meeting

Approved as an accurate reflection of the meeting, as proposed by MH and seconded by LH.

3. Matters arising from the last meeting not covered by the agenda

3.1 New allotments and Plot 31

TS informed the committee that work on the new allotments may start in September. The



shed on plot 31 was found to have bluetits nesting so could not be moved. TS suggested the SAND project work experience works on plot 31 and the committee agreed.

3.2 Amendment to HACA Terms and Conditions regarding co-workers

TS explained that the SLA is delayed and he has been advised that the Council will be conducting a review of allotments in January and it may be that HACA then work under a leasehold arrangement with the Council, who will set the rents for all allotments.

3.3 Signage

This is still outstanding and TS and PD will meet outside of the meeting to discuss this further.

3.4 One way system

The committee decided against implementing a one-way system on site.

3.5 Exchange of information with WAM

CB explained that the tenancy agreements have now been updated.

4. Reports

4.1 Chair's Report

TS informed the committee that there had been a recent Director's meeting and signatories for the bank account had now been updated and updated information sent to Companies House regarding Directors and Company Secretary. He added that he and PD will continue to liaise with the council, with RK and CB as back-up if required.

TS informed the committee that he was in the process of handing over company secretary to RK. He added that policies were being updated and asked the committee to ensure they downloaded these from the website to ensure they were looking at the most up to date version. He informed the committee that letters had been sent out to tenants whose plots were found to be in a poor state.

TS explained that the CIL project is now complete with MIND, Guild Care and SAND project all active on the accessible plots. TS added that he needs to write a report on HACA's achievements with regards to the CIL funding and a video had been made.

TS informed the committee that the SAND work experience person has helped tidy Plot 35. The co-worker who is working on the back of the plot has asked for some assurance that if the plot is given up in the next three years, he can have first refusal on this. The committee voted unanimously to endorse this request.

TS informed the committee that the road is due to be resurfaced next week, weather permitting, and signs warning of limited access were in place. He suggested a committee member is on site during the road resurfacing and he and MH will cover this.

TS asked the committee whether they wanted to co-opt any ploholders and mentioned that the outgoing Chair (JK) has suggested there should be a representative for disabled people



on the committee. In light of the various organisations using the accessible plots and on further discussion the committee decided against this at present. The committee agreed to co-opt Andrew Scoon to advise and help on environmental and biodiversity issues.

4.2 Treasurer's Report

PD handed out the Income Expenditure Report for February 2024.

He highlighted the current bank balance of £4,281.63 and added that the water bill needs to come out of this and estimated this to be in the region of £1,000. In addition, there was the cost of two further skips in the summer. PD explained that, apart from payment for a water tap, the CIL expenses were now complete.

TS congratulated PD on producing good, easy to understand finances for the committee.

4.3 Membership Secretary's Report

CB informed the committee that since the last meeting, two new people had applied for a plot. There are currently 92 people on the waiting list, 6 of whom are also on the WAM waiting list. CB added that Plot 37 will be given up at the end of September.

CB informed the committee that there were still 27 plotholders who haven't applied for WAGA membership yet. TS will do a walkaround to speak to plotholders personally to encourage them to apply. TS thanked CB for her work on managing the waiting list.

4.4 Company Secretary's Report

RK reported that four letters had been sent to plotholders whose plots were found to be overgrown on recent plot inspections, to ask if they could tidy their plots.

5. Projects

MH updated the committee on the following projects:

- All accessible plots now completed. MH thanked all who had helped work on these
- Road resurfacing due to start this week

MH informed the committee that James can repair greenhouses, sheds, etc and did a lot of work for HACA.

TS asked the committee's opinion on purchasing a bin for collecting any broken glass plotholders found on their plots, to be emptied into the skips periodically, and MH had seen a plastic bin on wheels that would be suitable. The committee agreed to purchase a plastic bin for storing broken glass.

6. Website and Facebook

As RA was not present PD updated the committee that the website is paid for for the next two years. RA had provided the committee with a report on website usage, which LH read out, highlighting the following:

- The average time spent on the website is 5 minutes



- The most viewed page is applying for a plot
- The longest viewed page is the About Us page
- 515 unique visitors to the website in the last year

RA will look into making the applying for a plot page easier to locate.

TS noted that the About Us page needed updating. TS commented that RA does a really good job running the website.

TS informed the committee that there are now 57 members of the Facebook group. As the outgoing Chair is no longer on the committee, the committee voted to remove her from the admin role for Facebook. RA and RK remain as administrators.

7. Newsletter

RK informed the committee that she is away from the end of June till mid July and plans to get a newsletter out in June before her holiday.

8. Health and Safety

LH informed the committee that she conducted a risk assessment of the site in March and there was nothing of significance to report. A further walkaround is planned for June.

9. Automatic External Defibrillator (AED)

LH commented that use of the defibrillator had been raised at the AGM and she is suggesting plottolders review the British Heart Foundation website for more information on using the defibrillator, which will be included in the next newsletter.

She added that she has done additional tests on the defibrillator to ensure it is communicating as it should be. She will continue with battery checks. She informed the committee that she gets reminders to do battery checks and the current battery is not due to run out till 2026.

10. Review of AGM and Proposed Change to AGM date

The committee all felt the AGM had gone well, with a better attendance than the previous year, and were pleased the two invited council representatives were able to attend. However, to encourage more plottolders to attend, the committee discussed moving the AGM to a Saturday afternoon with the possibility of a creche provision and agreed to go ahead with this for next year.

PD commented that as the accounts are done till the end of August and are not presented till the following April, he proposed a change in date of the AGM to October. CB will find out via the accountants whether the date of the AGM can be moved to October and it will be discussed further at the next Director's meeting.



11. CIL bid

TS reported that he and RK attended a recent CIL funding presentation at Northbrook Barn, Durrington. He explained that funding is limited to £15,000. HACA have put in an expression of interest, which has been accepted, for a new social room. The bid has the support of the Council's Parks and Foreshore department, who will review HACA's estimate for the building to see if they can provide a competitive quote. TS added that the focus this year is on collaboration, which is a strong area for HACA, who collaborate with MIND, Guild Care, the SAND project and WAGA, who are all willing to give a statement of collaboration in support of HACA's bid.

TS suggested to the committee that HACA's bid should be for the structure and installation only of the building; services such as water, solar panels and furniture would come out of HACA's plotholder funds. He asked the committee if they were happy with this approach and all agreed to apply for funding for structure and installation only. CB commented that HACA already had some tables and chairs, these could be replaced or added to at a later date.

TS informed the committee that WAGA would like the existing social room but would get rid of the water supply and kitchen area and HACA would like to maintain some storage space at the back of the building.

12. Party on the Plot

After discussion, the committee decided on Sunday 28th July for Party on the Plot. TS will speak to Tony and Lavinia regarding the catering and PD confirmed that costs will be covered by HACA. TS suggested a tombola as well as events for children and the committee agreed. TS will make contact with plotholders who may be able to help organise activities for children and the committee will discuss organising the tombola at the next meeting.

13. Any Other Business

There was no further business and the meeting closed at 11.45.

14. Date of next meeting

Saturday 13th July at 10.30am. PD will book the room.