

## 20<sup>th</sup> January 2015, Draft Minutes for the Allotments Liaison Meeting.

Attending: Federation Committee; Wendy Skinner Smith (Chair), Ian Sheppard (Vice-Chair) Richard Barrett (Secretary), John Lardner (Treasurer) John Hastings and John Piggott. Stuart Fitzsimmons (Parks) Ruth Whelan (Regeneration and Major Projects) Mark Lygo (Councillor responsible for allotments and Executive Board Member).

Associations; Barns Court – Sid Castle and Phil Brogan. Barracks Lane-. Bartholomew Road – Neil Holt. Bartlemas Close (Links) – Susy Lee. Barton Fields – . Brasenose Farm – Neville Dodson. Cowmead – Faith Phipps . Cripsey Meadow – Claire Pike. Cutteslowe – Bob Findlay. East Ward – Stuart Young, Mike Harris and Julian Stern. Eden Drive – John Lardner. Elder Stubbs – Phil Creame. Fairacres Road –John Piggott. Fairview –. John Garne Way – David Ruffles. Kestrel Crescent Roy Leach. Lower Wolvercote –. Marston Ferry & Blackhall – . Minchery Farm – Clive Bevan . Osney St Thomas – Nick Jackson . Ramsay Road – Brian Macmilan. Risinghurst – Miriam Maus and Ben Yeats. Rose Hill (Lenthal Road) - Colin Sharp. South Ward - David Allen and Emma Tinker. Spragglesea Mead – Michael Walker . St Clements/Pullens Lane – Philippa Major . Town Furze -. Thompson Terrace –. Trap Grounds – Virginia Wallace and Jonathan Clark. Upper Wolvercote –Zeb Johnson Leisel Osman. Van Diemens Lane – Samantha Chapman. Watlington Road (Sorrell Close) – Bill Wright, Sylvia and Roger Cann . 26 associations represented (Members arriving late or at the last moment may well be missed from these details). Apologies for absence, Andrew Fairweather-Tall

### Action minutes

1/ Matters Arising from April Minutes – none

2/ Minutes from the previous meeting – passed

3/Rent Review – Ruth Whelan explained that the review had been completed and in so far as this meeting was concerned Oxford City Council was happy to proceed to sending our memoranda. The meeting was asked if anyone has any problems with proceeding to the next stage. None were raised. Ruth agreed to stay in the meeting and that a member from each association was to collect and Sign for their memoranda at the end of the meeting. **At least two trustees must sign and then return to her in the pre-paid envelop by 16th February 2015. She had not managed to raise memoranda for 5 associations and these would be sent out by the end of the week.**

4/ ODFAA insurance – A revised certificate was to be circulated dated 11<sup>th</sup> October to 30<sup>th</sup> April 2015, thus aligning the duration of insurance with that of membership by associations to the federation. Members of the ODFAA committee had met with OCC parks and had a teleconference with Zurich and clarified a few points. It was necessary for each association that was an ODFAA member to be listed on the schedule. Dialogue with the insurer had raised some issues, particularly that of employee liability. The insurers have suggested that the employer liability insurance was no longer applicable as we did not have employees. For 3 years Employer Liability has needed an ERN form to be filled in and as we have no employees Parks had to make a nil return. Zurich thought we should have been alerted to this because this meant it was not therefore applicable? and recommended we take it down. They were clear that **the cover we needed to ensure volunteers were protected, as advised, was now contained in the Public Liability policy.** Wendy had asked Parks to find out an Oxford City Council opinion on this. They had not as yet done so but Stuart Fitzsimmons thought it best to retain EL until we had made further investigation. It had been retained. The policy is held ODFAA's member's names but it is paid for by OCC, as required by many leases. Because

Oxford City Council had a larger insurance package with Zurich we got a good deal from this liaison and we needed to ensure OCC was of the same understanding. After a lengthy discussion members agreed we needed more clarification on EL and would be sought before the policy renewal in May. We reiterated some of the clarifications for associations. This was not member insurance but covered the volunteers /committee and trustees for your legal liability to meet any claims arising for accidental injury to third parties and/or damage to their property where you or your group are at fault. This was not members insurance did not cover buildings or machinery. It was not possible for us to extend it to do this given the nature and complexity of the group. Associations needed to ensure they constantly review their activities to make sure hazards were identified and made safe rather than rely on insurance. There was a question asked regarding the amount of petrol that could be kept in a shed before petrol storage regulations were applicable. **It was agreed associations would ensure**

- **They took responsibility for keeping updated with insurance issues by reading the schedule and policy sections**
- **They would bring any remaining questions to the April Meeting and we would try organise another telephone meeting with Zurich and hopefully OCC so we could iron out any remaining questions and resolve the EL issue**

5/ Tim Treacher asked whether ALM meeting supported ODFAA managing the ODFAA/OCC Annual Allotment Competition in 2015. This was done at this meeting so that paperwork could be sent out with AGM material. **A show of hands vote was taken with a majority 37 votes for the competition to continue.** Mike Kent, one of the judges, had written a paper suggesting a series of possible changes we might trial. This was included in the papers sent out for the meeting. It included limiting the number of individual entries from each site, automatically entering associations/sites and only having one judging round. These suggestions were debated by the floor. **The members clearly wished to keep the entry open and have two rounds of judging which required a greater diversity of crops to impress the judges.**

6/ ODFAA's own GQT was heralded a success when it was held in November.

7/IN December ODFAA had been invited to host the BBC4 Gardeners Question Time for a date in March. This was not all set up. It was scheduled to be recorded in Wolfson College On March 9<sup>th</sup> doors open at 5.30. Each association was to be allocated 5 tickets each at a cost of £4.50 each and these would be available after the meeting from Tim Treacher. **Contact Tim if you want more. See Poster**

8/ The Chair pointed out that information was available on the web-site regarding the last meeting's work on roles and responsibilities.

AOB/ The chair had looked into the OCC, Corporate Plan and draft Budget for 2015-19 and found that £27,000 was allocated for allotments, since the reactionary maintenance budget is £12,000 and grants budget £3,900 it suggests a shortfall in spending. The budget suggested that the capital budget for allotments was 34,500 and this would be reduced to 10,000 for 2016-17. **The next ALM In April would like some information on where these figures come from. Stuart Fitsimmons and Mark lygo did not know but agreed to make enquires.**

At this point members collected tickets and their documents.

A training session began on Budgets/Treasurer, but the council staff responsible for the building were keen to point out our time was up and the meeting finished abruptly at 9-15 PM. This session will be repeated.