

Oxford and District Federation of Allotment Associations

Founded 1919

working together for Oxford allotments

Officers

Chair Wendy Skinner Smith 48 Helen Road OX2 0DE wendy@wendyskinnersmith.co.uk (Cripsey Meadow) **Vice Chair** Ian Sheppard 3 Cutteslowe Park Cottages, Cutteslowe, OX2 8ES, shep0204@hotmail.com **Secretary** Richard Barrett 49 Mayfair Road-OX4 3SR richard.barrett@tinyworld.co.uk (Bartholomew Road) **Treasurer** John Lardner 8 Snowden Mede, Headington, OX3 7TQ, johnlardner@hotmail.com (Eden Drive)
Committee members Tim Treacher 51 Western Road OX1 4LF treachers@phonecoop.coop (Spragglesea Mead and Dean's Ham) Caroline Duffy (Barton Fields) John Hastings (Cowmead) Jon Piggott (Fairacres)

March 21st 2015

Dear ODFAA members,

If you wish to remain a member of ODFAA you are invited to join us for the Annual General Meeting of the Oxford and District Federation of Allotment Associations on **Tuesday 21 April at 6.30pm in the Town Hall St Aldates, Oxford**. The meeting will receive these reports and accounts from last year and elect the Officers and the Committee for 2015. **This will be followed at 7.15 by the Allotment Liaison Meeting, which is a joint meeting managed by ODFAA and Oxford city Council. DO note the changes of times.**

We have received seconded nominations for the following officers: **Wendy Skinner Smith** as Chair (Cripsey Meadow); **Ian Sheppard** as Vice Chair (Cutteslowe); **John Lardner** as Treasurer (Eden Drive). We have a vacancy for Secretary. Committee Member nominations are: **Tim Treacher** (also Competition co-ordinator) (Spragglesea Mead and Dean's Ham); **John Hastings** (Cowmead). The Competition sub-committee is made up of: Tim Treacher, Ian Sheppard and **Jennie Rudman** (Thompson Terrace) and reports to the executive committee.

Richard Barrett and Caroline Duffy are retiring from being officers for their associations and from the ODFAA committee. We thank them for their work for allotments. **If you would like to stand for the committee we would welcome nominations, preferably from sites not presently represented on the committee so we get a good spread across the city. As there are only 4 committee meetings a year and 3 ALMs it is important committee members are able to attend the meetings.** Provisional dates are on the agenda. If you wish to make a nomination, please send in the form provided with your payment and subscription form. Nominations can be made at the meeting but only from **paid up members. Only paid up members** have voting rights at the AGM. Each association has one vote for its first 100 members or part thereof, plus another for each additional 100 members or part thereof. Our present membership includes 34 of the 35 open allotment associations in Oxford and District.

This year the ODFAA Zurich insurance is being updated and requires information from your site. To qualify you must complete and return the form provided to John Lardner either at the April meeting or by post before the meeting as the annual renewal date is now the beginning of May. We have added some guidance. We will give time in the meeting to completion once we have a way forward.

The Agenda is on the back of this letter and your subscription form is included.

The AGM gives us all the chance to meet and make plans for the future. We think ODFAA now has more members than at any time in its history dating back to 1917. We look forward to seeing you at the meeting. One copy of the paperwork is printed for associations that have no email and is available on the web site. All the paperwork will be emailed to all committee members on our database at the time of sending. 2014 was for many a bumper year with lots of sunshine and good crops. The strap line for the ODFAA web site is *working together for Oxford allotments* and we hope you will join with us again in the coming year as Oxford has a thriving allotment provision which is improving year on year. Working together we can ensure that the space available is well used so as many as possible can enjoy a healthy and productive 2015.

Yours sincerely,

*Wendy Skinner Smith, Ian Sheppard, Richard Barrett, John Lardner, Tim Treacher, Caroline Duffy,
John Hastings and Jon Piggott* *The Federation Committee*

ODFAA AGM Agenda Tuesday 21 April 6.30pm 2015

Town Hall St Aldates, Oxford.

1. Welcome by Chair, Wendy Skinner Smith
2. Apologies for absence
3. Minutes of the last Annual General Meeting 22 April 2014 (These were circulated to all one month after the last AGM and have been on the web site. Matters Arising
4. Annual Report for 2014 (attached) Questions on the Annual Report
5. Annual Accounts for the year 2014 (attached) questions on Treasurer's Report
6. **Election of Officers Chair, Vice-Chair, Secretary, Treasurer, and Committee Members:**
7. AGM item:
Dates, arrangements, budget and prizes for the 2015 OCC/ODFAA competition
As we are now financially sound the committee propose ODFAA contribute site prizes of £150, £100 and £50. The criteria will recognise reclamation, innovation and enterprise.
8. AOB

From 7pm to 7.15pm members are encouraged to meet other committee members, OCC Officers and ODFAA committee members.

The Allotment Liaison Meeting begins at 7.15pm

The ALM Agenda is

1. Welcome to Tina Mould, Parks new Operational Manager.
2. OCC to report decisions on recent grant applications, 2014-2015 reactive maintenance spend, 2015 to 2016 OCC Budget and ALM to agree grant focus for 2015-2016. OCC Grant Application forms will be issued in May.
3. Zurich Insurance report, questions and new form
4. Report on returns of signed memoranda for Rent Review. Information on lease/assignment changes / planning information that affect allotments.
5. OCC policy on bonfires and allotments
6. *To confirm dates for ALM meetings The following ALM dates remain*
 - *April 21 Tues 6.30 -7 pm O&DFAA AGM / 7.30 Allotment Liaison meeting***Proposed Dates for 2015/2016 meetings**
 - *May 4th insurance renewal (membership fees must have been paid by this time)*
 - *Weds May 20 ODFAA committee planning meeting 7pm Chair's house.*
 - *June Allotment Competition judging*
 - *Weds Aug 19 8.30am OCC /Fed Committee*
 - ***Tues Sep 22 Allotment Liaison meeting 7 for 7.30pm***
 - *September Allotment Competition judging*
 - *October Allotment Competition Award Ceremony*
 - *Weds Dec 9 8.30am OCC /Fed Committee*
 - ***Tues 2016 Jan 19 Allotment Liaison meeting 7pm for 7.30pm***
 - *Weds March 9 8.30am OCC /Fed Committee*
7. AOB

O&DFAA Treasurer
John Lardner
8 Snowden Mede,
Headington,
OX3 7TQ,
Tel – 01865 765953
johnlardner@hotmail.com

March 2015

Dear Secretary, Chairman or Treasurer,

Your allotment association's Federation subscription for April 2015 to April 2016 is now due. The fee is 40p per member. Payment should be made by cheque, payable to the Oxford & District Federation of Allotment Associations, accompanied by the tear-off slip below.

Please pass this notice to the treasurer immediately. They should be on our email list but if not please notify us of the correct details as soon as possible.

You need to send your payment to me at the address above to arrive by Friday 17 April 2015 so that your Association is eligible to vote at the Federation's AGM on Tuesday 21 April at 6pm in the Town Hall St Aldates, Oxford. I will be at the Town Hall at 6.15 pm prior to the meeting to take payments. Zurich now require all association members to complete an insurance statement. This is attached and must be returned either at the meeting or to the address above before the end of April. Our advice is that the activities of your organistaion should include the following:

Activites of the committee/trustees; Activities of working parties; Induction and training, supervision and support and health and safety information ;Number of working parties per year; Estimated number of volunteers at working parties /per year.You could use last year's number as a guide.

In general details section you should complete volunteers column with number of members who may volunteer to work on the site and number of committee members.

Membership of the Federation enables your association to benefit from these insurances organised by Oxford City Council which are held in the name of the Federation. **If you wish to benefit from these insurances after 4th May 2015 then we must have received your subscription and insurance statement before then. We can no longer add association names during the year.**

Yours faithfully
John Lardner
Treasurer

Please return with your remittance and nominations (see next page) to John Lardner at the address above.

Name of Association:

Number of members _____ @ 40p per member = £

Address to which receipt should be sent (email preferred):

Signed: Date:

NOMINATION FORM

Candidates must indicate their willingness to be nominated by signing this form.

Name.....

Address.....

Telephone.....

Email.....

I agree to be nominated for the following post:

Signature

Nominated by: (PRINT NAME)

Signature

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Candidates must indicate their willingness to be nominated by signing this form.

Name.....

Address.....

Telephone.....

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I agree to be nominated for the following post:

Signature

Nominated by: (PRINT NAME)

Signature

Please return this form to John Lardner with your ODFAA subscription preferably before or at the meeting on the 21st.

Community & Social Organisations Block Policy Renewal Form



Zurich Insurance plc, a public limited company incorporated in Ireland. Registration No. 13460. Registered Office: Zurich House, Ballsbridge Park, Dublin 4, Ireland. UK Branch registered in England and Wales Registration No. BR7985. UK Branch Head Office: The Zurich Centre, 3000 Parkway, Whiteley, Fareham, Hampshire PO15 7JZ. Zurich Insurance plc is authorised by the Central Bank of Ireland and subject to limited regulation by the Financial Conduct Authority. Details about the extent of our regulation by the Financial Conduct Authority are available from us on request. These details can be checked on the FCA's Financial Services Register via their website www.fca.org.uk or by contacting them on 0800 111 6768. Our FCA Firm Reference Number is 203093.

This form has been specifically prepared for

Members of The Oxford and District Federation of Allotment Association

Name of association name : _____

Completed by : _____ Position in association _____

for the renewal of insurance covers for the period

May 1st 2015 to May 1st 2016

Please Return This Form To	John Lardner	By Date	April 21
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Activities of the Organisation

Please provide full details of your organisation's activities. This should include specific details such as site maintenance activities, number of working parties, the numbers of members with whom you are working; where your activities are carried out; what sort of activities and whether your activities involve contact with children and to what degree, etc

Please include information such as annual number of working parties per year and maximum number of volunteers per working party. Use previous year figures as a guide for your estimate.

GENERAL DETAILS (Please complete this Personnel section)

(ODFAA members have no employees. Please include in *1 the maximum number of members you would expect to be working on site over the year. and in *2 the number of trustees and committee members. *This will be an estimate so use previous year figures as a guide*

Category	Forthcoming Annual Period numbers of Volunteers	Forthcoming Annual Period No of Employees	Forthcoming Annual Period Estimated Wages & Salaries for employees
Manual maintenance staff	*1	NIL	£NIL
Nursing & Care staff	NIL	NIL	£NIL
Administration, Professional, Technical, Clerical (APTC) & other salaried staff	NIL	NIL	£NIL
Directors/Committee Members	*2	NIL	£NIL
All other staff (FTE)	NIL	NIL	£NIL
Total		NIL	£NIL

Public and Products Liability (If applicable)

Required Limit of Indemnity?	£5000000
If you manufacture or sell any products please provide details of what these are below, and whether you have any customers overseas NIL	
NIL	

Employers Liability (If applicable)

Do you require this cover? We have NO Employees only volunteers	YES / NO
Are you PAYE exempt?	YES/ NO *
* If No, please provide your PAYE / ERN ref	____/____

CLAIMS INFORMATION (Please complete this section)

Please provide details of any:- a) claims you have made under this policy in the last 3 years b) any previous policies with other insurers in the last 3 years which relate to covers available under this policy c) any losses which were incurred which relate to covers available under this policy from which a claim did not arise

FURTHER INFORMATION

Please use this space to tell us any other information.
Please include any information which you think may be relevant. Examples of things underwriters would find useful would be risk management initiatives undertaken within the past 12 months and the effects they have had, forthcoming changes within the organisation (i.e. mergers, reorganisations, etc).