

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 **Treasurer** John Lardner 8 Snowden Mede, Headington, OX3 7TQ, johnlardner@hotmail.com (Eden Drive) **Minute Secretary** John Hastings (Cowmead) **Committee members** Tim Treacher 51 Western Road OX1 4LF treachers@phonecoop.coop (Spragglesea Mead and Dean's Ham)

March 2016

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 19 April at 6.30pm in the Town Hall St Aldates, Oxford**. The meeting will receive 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 officers.**

We have received seconded nominations for the following officers: **Wendy Skinner Smith** as Chair (Cripsey Meadow); **John Lardner** as Treasurer (Eden Drive). **John Hastings** (Cowmead) as Minutes Secretary. Committee Member nominations are: **Tim Treacher** (Spragglesea Mead and Dean's Ham) and **Ian Sheppard** (Cutteslowe) are willing to be co-opted to Competition sub committee. This reports to the executive committee and works with the judges, Mike Kent, Tina Mould and Helen Prower.

We really need more committee members preferably from sites not presently represented on the committee. 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.

Our renewal of the ODFAA Zurich insurance requires you to update information from your site. AS last year to qualify you must complete and **return the forms provided here to John Lardner** either at the April meeting or by post before the meeting for us to process before the annual May renewal date. beginning of May.

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. A 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 your nominated committee members who is responsible for circulating to other committee members.

2015 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 thanks to your hard work. 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, John Lardner, John Hastings Tim Treacher, Ian Sheppard,
The Federation Committee*

ODFAA AGM Agenda for Tuesday 19 April 6.30pm 2016

1. Welcome by Chair, Wendy Skinner Smith
2. Apologies for absence
3. Minutes of the last Annual General Meeting 21 April 2015 (These were circulated one month after the last AGM and have been on the web site since. Matters Arising
4. Annual Report for 2015 (attached) Questions on the Annual Report
5. Annual Accounts for the year 2015 (attached) questions on Treasurer's Report
6. **Election of Officers and Committee Members:**
7. AGM item:

a Dates for the 2016 OCC/ODFAA competition (the competition package will follow)

b Progress with allotment signs. ODFAA proposes to match fund the £500 contributed by the allotment budget to encourage all associations to participate in using the new sign.

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. IT/SF Budget 2015-2016 reactive maintenance spend, 2016 to 2016 OCC Budget and ALM will agree grant focus for 2015-2016. OCC Grant Application forms will be issued in May. Items to raise

A-This year the failed wall pushed back funding. Aim to keep to Jan next year

B- IT/.SF will report on the 2015/6 expenditure, 2016 budget and Capital Fund

C Agree the direction for the 2016 – 2017 grants.

*ODFAA/OCC recommend associations focus on applications that **develop** their site*

Fencing, security and plot clearance will not be included.

2. Zurich Insurance. We will have your 2015 forms available for reference
3. OCC need an allotment key for each site.
4. Update on Planning re. Brasenose, Minchery, Barton, Horspath
5. Allotment signs
6. Report on ODFAA meeting with EA re Flood Alleviation Channel
7. Confirm proposed dates for ALM meetings

- May 4th insurance renewal (membership fees must have been paid by this time)
- Final date for competition entries
- May 18 Weds ODFAA committee planning meeting 7pm Chair's house.
- May 22 Sun/May 24 Tues Ist Allotment Competition judging
- Aug 17 Weds 8.30am OCC /Fed Committee
- **September 20 Tues Allotment Liaison meeting 7 for 7.15pm**
- September 4/5 Sun/Mon 2nd Allotment Competition judging
- September Allotment Competition Award Ceremony in the Town Hall tbc
- (WSS is away from mid November to mid february)
- November ODFAA Talk tbc
- Dec 6th Weds 8.30am OCC /Fed Committee
- **2017 Jan 17th Tues Allotment Liaison meeting 7pm for 7.15pm**
- **February ODFAA Talk tbc**
- March 29h Weds 8.30am OCC /Fed Committee
- **April 25th Tues 6.30 -7 pm O&DFAA AGM /7.15 Allotment Liaison meeting**

8. AOB

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

March 2016

Dear Secretary, Chairman or Treasurer,

Your allotment association's Federation subscription for April 2016 to April 2017 is now due. The fee remains 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 if they are not on the contact list. 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 15 April 2016 so that your Association is eligible to vote at the Federation's AGM on Tuesday 19 April at 6.30pm 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 update 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; Estmated 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 1st May 2016 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

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

Please return this form to John Lardner with your ODFAA subscription preferably before or at the meeting on the 19th.

2016 April ODFAA Information check

ODFAA holds a database of information which we use to make informed responses to enquiries. The information needs periodic updating. Often your site rep at the Town Hall liaison meetings is unable to update many items on our spreadsheet from memory. Below are items we would like to keep updated. **Please return the sheet by email to johnplardner@hotmail.com with as many answers as possible, or by post to John Lardner, Treasurer ODFAA, 8 Snowdon Mede, Headington, OXFORD. OX3 7TQ or bring a paper copy to the Town Hall meeting on 19th April 2016.**

Site name
Whole site is equivalent to how many 10 pole plots?
How many members?
Name/contact number/email to enquire for plots
Charge for plots
How many vacant plots at present?
Current lettings, how many as 10 Pole plots
5 pole
2½pole
Other
Number on Waiting list
AGM month
How many plots needing clearing?
Does the site have a shed?
When is it open?
Do you have an association site shed?
It is available to members if so what is its opening time?
Did OCC or association originally build it?
Does the site have a trading shed/facility
Is a Toilet available on site? YES?NO
If No is there a SPECIFIC reason for this?
If Yes, Mains, Septic Tank or Composting
Does the site have a Website? Please give its name.
Do you have Communal composting ?
Do you have a Notice board?
Is Piped water available?
Do you have any Wells?
Do you pay for your water or does the bill go to OCC?
Do you have on site car parking?
Are any raised beds available or other provision for disabled?
Any site problem which OCC/ODFAA should be aware of? This could relate to Fencing, Paths, Trackways, gate, Trees or other issues. Please detail !

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 2016 to May 1st 2017

Please Return This Form To	John Lardner	By Date	April 19
----------------------------	--------------	---------	----------

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).