

## 2018 04 10 AGM

### Draft Minutes for the Oxford and District Federation of Allotment Associations

#### Annual General Meeting 9<sup>th</sup> April 2019

##### Attending:

##### Federation Committee:

Wendy Skinner Smith (Chair)  
Roy Leach

John Lardner (Treasurer)  
Phil Baker

Nick Jackson (Minutes Secretary)

##### Associations:

Barns Court – Dave Robertson

Barracks Lane – Stephen Pegg

Bartlemas Close – Tracy Crossman, UNREADABLE

Barton Fields – UNREADABLE

Blackbird Leys (Kestrel Crescent) – Roy Leach

Brasenose Farm – W.C. Edwards, Tim Graham

Court Place Farm – Alan Milosevic, Dorothy UNREADABLE

Cow Mead – John Hastings

Cripley Meadow – Emma Delap, Wendy Skinner Smith

Cotteslowe – Ian Sheppard

East Ward – Stewart Young, Clare Ferguson

Elder Stubs – Phil Crème

Fairacres Road – Paul Hopkins

Fairview – Priscilla Grant, Catherine Gundry

Headington Eden Drive – John Lardner

Headington John Garne Way – Alan Cooper, Mary Ashford

Lenthall Road – Lorin Watt

Lower Wolvercote – Peter Mayne

Marston Ferry & Blackhall – Gillian Morriss-Kay

Minchery Farm West – Michael Evans, Les Blewitt

Osney, St Thomas & New Botley – Nick Jackson

Risinghurst – Jenny Bowles

South Ward – Emma Tinker

Spragglesea Mead – Joy Wilson, Tim Treacher

St Clements – Penny Gardner, Phil Baker

Town Furze – S. Azeem

Trap Grounds – Bob Crabtree

Total of 27 associations represented

#### 1. Welcome and Update by the chair.

- Wendy Skinner Smith thanked all for attending. All asked to thank their committee members without whom allotments in Oxford wouldn't survive
- All should have returned large condition survey that went out last September (13 or so outstanding). We think this will form the basis of future site asset management plans. JL to check list and resend to those sites that haven't responded. **A1**
- Check site size – at least eight sites where the number of 10 pole plots stated doesn't match the hectare areas in the leases – feed back any discrepancies to both JL and Emma Taylor at OCC.
- Read your rules – check they do not conflict with any of the OCC allotment rules that accompany the lease and report back any conflicts to WSS and JL. There are some OCC rules that need updating – e.g. petrol on sites.
- Trees on sites – several sites have already undertaken surveys of what trees they have. Under new leases OCC will have a service level agreement that will provide a rolling program of tree maintenance. (Non-fruit trees on sites or on boundaries).
- Still have to agree with OCC:
  - Demise clause or Break Clause
  - Sort out Insurance long term
  - Terms of Reference attached to leases – expectations/updated allotment charter
- Good paper on self-management of allotment (Barnet example) where allotments have a peppercorn rent. Document is at <https://www.barnetallotments.org.uk/self-management/>

## 2. Apologies for absence.

Cow Mead – Faith Phipps

Cotteslowe – Bob Findlay

Headington Eden Drive – Mike Halliwell

Lenthall Road – Jon Piggott

Spragglesea Mead – Kathy Bramble

Van Diemans Lane – Peter Sims

## 3. Minutes of the last AGM 10 April 2018 and Matters Arising.

- These had been circulated to the membership and were accepted as a true account of the meeting. Minutes are on website under [Allotment Liaison Meetings](#) section.

## 4. Annual Report.

- Annual Report had been circulated – no questions were raised.
- Some points will be coming up as agenda items for this meeting (competition, insurance *etc.*)

## 5. Annual accounts and Treasurers report.

- Documents had been circulated: Treasurer's report, Transaction List and Summary from Accounts inspector at Headington
- Allotment budget has c. £6,800 (inc. £1,600 from OCC at the end of last year). Imminent bill for insurance for c. £3,000.
- Explanation of liability insurance via OCC policy. Will probably change in future under new lease structure. ODFAA still exploring how to obtain other (*e.g.* shed/building) insurance.
- Not much money left in the kitty after insurance. ODFAA subs may increase in next FY – has been kept at 40p per member for 10 years. To be discussed under Item 7.
- Request that JL asks the accounts inspector to ensure that future accounts will include in/out (cost neutral) amounts *e.g.* the insurance payment. **A2**

## 6. Election of Officers and Committee members.

The officers and committee members were unanimously elected, unopposed:

- Chair – Wendy Skinner Smith (Cripsey Meadow)
- Treasurer – John Lardner (Eden Drive)
- Minutes Secretary – Nick Jackson (Osney St Thomas & New Botley)
- Phil Baker – Committee member – (St Clements)
- Roy Leach – Committee member (Kestrel Crescent)
- Alan Milosevic – Committee member (Court Place Farm)

We still desperately need more committee members, and a better gender balance. Next year we may very well require large sites (> 100 members) to provide committee members

## 7. Federation Fee for 2019/20 remains the same.

- Agreed.
- Proposed increase to 50p per member for next year (2020/21). One objection, three abstentions – passed by majority

## 8. AOB.

- No items raised.

There being no other business the meeting closed at 7.05pm