**MINUTES OF LRRHAA COMMITTEE MEETING on Monday, 5th of September 2016 at 7.30pm at the Community Centre**

**Agenda**

Those in Attendance

Phil Hart Vice Chair (Acting Chair this for meeting)

Ian Matten President and Trustee

Nicky Brooks Committee member

Terry Pike Committee member

Nick van Hear Committee member

Devendra Khimding Nepalese Representative

David Penwarden Trustee

Arnold Harpin Treasurer

Lorin Watt Secretary

1. **Apologies**: Andrew Benfield (Trustee), Colin Cavey (Committee member), Colin Sharp (Chair) and Paul Wavell (Lettings Secretary).
2. **Minutes** of the meeting held on 4th of July 2016 were read and agreed.
3. **Matters Arising**:
	1. Brewster Cup & City Allotment Competition (CAC): Ian and Colin S will have a walk around on the weekend of the party to judge this year’s Brewster Cup winner, to be announced at the AGM. Results of the CAC will be announced soon and presented at the next meeting of the Oxford and district allotment societies (ODFAA), now postponed to October.
	2. Asbestos: Several months have elapsed with no response from Oxford City Council (OCC) to the request for an inspector’s visit to the disused shed by Plot 9. In the hope that OCC will respond to a less onerous request more quickly, Phil and Colin S are to discuss writing to ask how we may proceed with dismantling and disposing of the shed.
	3. OCC hedge cutting date has not yet been set.
4. **Update and Financial State:** Chasers for rent will be coordinated by the Treasurer and distributed in print asap after September 14th by the same team that delivered rent invoices. Water is the only item in the accounts worthy of serious note at the moment, running March – Sept 5th at £582 against a 12-month budget of £600. Arnold offered to design and update a graphic “usage metre” to be posted by the front gate and shop as a striking and unmissable way of alerting members to the over-run. With respect to the Interim Financial Report presented, the Treasurer explained that the Community Centre was an historical cost and that the £112 replacement of the strimmer gear-box was taken out of capital replacement. Arnold will prepare the 2016-17 budget for agreement at the next meeting.
5. **Shop Financial Update:** The shop needs to be reminded to provide for the next meeting its bank balance and accounts for the financial year, and, based on financial year-end, a stock-taking.
6. **Solar Charging**: Colin S circulated a summary of the visit by an adviser to the Rose Hill Low Carbon Group to the committee via email prior to this meeting. Arnold is to analyse the capacity of the existing panel. If it is not adequate, LRRHAA will seek help to finance a new one.
7. **OCC Grant for Water Project:** The status of the LRRHAA’s application will be announced at the October meeting of the ODFAA.
8. **Waiting List:** Supply and demand are running just about neck-and-neck. It would be helpful if Paul could emailTerry and Arnold whenever there are changes to plot assignments, and also provide an update of plots available and the waiting list for each committee meeting.
9. **AGM Timetable and Amendments to Constitution:** Colin S has announced that he will stand down as Chairman. Phil requested that anyone else planning to leave advise the committee as soon as possible. Comments were invited on the issue of amending the constitution to permit more committee members. While it was agreed that too much work is currently shouldered by too few, a first thought was that committee members might make an effort to delegate and involve other/newer LRRHAA members more. The improved turnout for this year’s working parties suggests that members might be willing to help if approached--perhaps starting at the summer party. Actions will be agreed at the next meeting after further discussion.
10. **Under-utilised plots**: Although plots have been patrolled several times, it is not clear what has happened since the initial letters were sent out to holders of under-utilised plots earlier this summer. It was suggested that the next meeting include an update of the timetable on warnings sent and which plots are involved, as well as a review of the criteria against which warnings are issued.
11. **Party - 11th September**: Committee members kicked in with offers to help Pearl organise the party: Phil will open the container at 9:30, Nick will help set up tables, Khimding will arrange for the tent, Nicky will buy bin bags for tidying-up and Terry will look after or enlist help for the raffle.
12. **AOB:**
* Members are urged to keep an eye out for children and teen-agers climbing over the Lenthall Road fence. Terry volunteered to take away pallets that facilitate fence and hedge-loping. The return on a bit of fence at the top needs to be checked and secured—add to the list for the next working party?
* Nicky raised the issue of willow on Plot 96, which was cut back previously at the committee’s request. Ian to review and decide if further action/removal is necessary.
* Ian missed a call from someone reporting anti-social and all-night stays in the allotments. He will investigate and advise at the next meeting.
* Sheds: Khimding will discuss with Terry the exact position and siting of the shed he would like to build. The shed request by Paul and Linda on Plot 7 was approved, also subject to siting.
* Ian is coordinating a seed order at a price discount of 50%. Seed catalogues will be available at the party.

13. **The next meeting is 26 September @ 7:30 in the Community Centre.**