

TTAA Committee Meeting Minutes

13th August 2023 11:10 am

Attendees (5):

Gillian Turnbull(Chair), Helen Fetzer(Treasurer), Tom Dyra (Field Secretary), Kathy O'Donnell(Secretary), Terry Young, Nela Pavlovic Tait, Edward Pitson

1 Minutes of TTAA Extraordinary Meeting of 9 July 2023.

- 1.1 Minutes were approved with adjustments to attendees. (Note minutes will be formally approved at AGM)

2 Officers' reports

- 2.1 **Chair.** Gill thanked the committee for all the great work and effort over the last year. This was the final meeting of the Committee before the October AGM, and wish all committee members consider carrying on. Gill reported on the progress of Community Interest Company and met with the Accountant on 19 July 2023.
- 2.2 **Treasurer Report.** Helen reported that all accounts were up to date with a current balance of approximately £5418.
- 2.3 **Field Secretary Report.** Tom reported on a good turnout at the August work party, although we had heavy rain.
 - i Tom and Gill to re-audit plots previously identified in breach of rules after the recent audit. Gill had emailed plot holders but has not received responses. A final warning will be sent and if no reply is received, plot holders will not be allowed to renew their plot license. **(Action Tom and Gill)**.
- 2.4 **Secretary Report.** Kathy proposed TTACIC develop a website for plot information, news, meeting minutes, constitution and rules. Presently WhatsApp has 48 subscribers and we do not have emails for all plot holders. TTACIC presently has 75 Members on 88 plots. We do not have a repository for public documents so it's difficult for members to stay updated on issues. Kathy suggested we build a WordPress website as other ODFAA allotments have done across Oxford(TTACIC.org domain is available). The approximate cost would be £30-40 per year to host. Terry suggested we could collect applicants/waitlist from the site. The committee agreed to proceed. Kathy to develop a proposal for final committee approval. **(Action Kathy)**

3 CIC Update report from meeting Accountant.

- 3.1 Helen reported that Dale stated 1) Azets office could be used as the Directors' Service Address and; 2) Littlemore Parish Council(LPC) could be named as 'Articles of Association' Asset-lock designation, Article 3.
- 3.2 The question was raised if LPC may have a pollical association which is discouraged by CIC and that the funds are not ring-fenced to specific environmental or ecological causes. Court Place Farm CIC designated '[Oxfordshire Community & Volunteer Action](#)', a charity supporting "Enabling a diverse voluntary and community sector to flourish in Oxfordshire. We do this by providing advice, information and training, acting as advocates and representatives, and building partnerships." May not be suitable for TTACIC. Other nominated groups are welcome. **(Action Kathy)**

- 4 **CIC statement of intent.** Kathy reviewed the latest draft. Comment on 'bottling' instead of 'canning'. Both are now included. Approved as noted.

- 5 **Articles of Association.** Kathy reviewed the latest draft. Generally, the Articles align with the current TTAA Constitution. TTACIC Limited by Guarantee, has members rather than shareholders. You subscribe to membership. Formally, members can be expelled with 14 clear-day notice. Outstanding item: Asset-lock, see item 3. **(Action Kathy)**

- 6 **TTACIC Constitution.** Kathy reviewed changes to the TTACIC Constitution resulting from the review of Company Articles and in-progress statements made on the ODFAA website.
 - 6.1 TTACIC constitution outlines the role of directors, committees and members. The constitution outlines the responsibilities of the committee as delegated by the directors—corrections to be made to the constitution on responsibilities and language regarding License to Occupy verses lease. Members subscribe annually to plots. **(Action Kathy)**
 - 6.2 Presently, TTAA has Members and Associate Members defined in the constitution. Kathy stated that she has kept both in the TTACIC constitution and has coordinated language in TTACIC Rules **(Action: Kathy)**

- 7 **TTACIC Rules.** Kathy reviewed the changes to the Rules.
 - 7.1 Rules are now formatted with outline numbering so reference could be made in correspondence and that it matches TTACIC Constitution.
 - 7.2 **Section 2: Rules, Membership, license to occupy and subscription payments.** Based upon ODFAA language on association company and anticipated OCC lease, they suggest using a License to Occupy. This benefits the plot holder as it is simple to leave the site. Members pay annual subscriptions of £1. The license to occupy subscription is the annual rent. When 2 persons appear on an allotment application, one is the member, and the 2nd is the associate member (it doesn't matter who is the designated member). Only the member has voting rights. **(Action: Committee Officers to review confirm)**
 - i I have added the subscription dates, rates, refundable key deposit and one-off non-refundable temporary structure fee based on number of existing structures on the plot
 - ii I have added section 2.6 audits(inspections) of the plots (April and September) and notification of problems
 - 7.3 **Section 2: Site Safety, Security and Duty of Care.** H&S related issues about visitors, etc. **(Action: Committee Officers to review and confirm)**
 - 7.4 **Section 5: Weed Control.** Added note of excess material on paths
 - 7.5 **Section 7: Composting.** Added note on allowable compostable plant material from home
 - 7.6 **Section 8: Bonfire.** Linked OCC Guidance on Bonfire. Noted plot 156 as designated bonfire site for wood
 - 7.7 **Section 9: Livestock and Pets.** Added requirements from OCC/ODFAA on livestock. Limit birds to 10 subject to adequate inside/outside space per bird. Added inspection requirement and phone number required on the outside of the henhouse. Note that certificates are required to be submitted annually to the committee. Honey bees require that beekeeper is a member of BBA and requires the plot holder to carry additional product liability insurance. Again, submitting certificates annually. **(Action: Committee Officers to review and confirm)**
 - 7.8 **Section 10: Temporary Structures.** The previous language was ambiguous and did not mention henhouses. OCC requires TTACIC to confirm structures. Set out a guide for size and number with the written application process
 - 7.9 **Section 11: Water.** Reference to not adding anything to water troughs
 - 7.10 **Section 12: Parking and car access.** New section on where to park/where not to park due to H&S concerns

- 7.11 **Section 13: Complaints and breaches of rules.** Additional clarity on how these are handled. **(Action: Committee Officers to review and confirm)**
- 7.12 **Section 14 and Section 15:** who are directors, officers, committee members. How to make written application to field secretary.
- 8 **Action plan.** The officers will complete company house forms and submit in time for the new fiscal year, however it is unclear what the date of incorporation will be.
- 9 **Review of rent.**
- 9.1 After review of the accounts, Helen proposed we consider an increase in rent from £4/pole to £5/pole. Helen stated that we have required expenditures to fix the leaking roof of the shed. Helen stated that nationally, TTAA plot rents are on the low side.
- 9.2 Generally, the committee recommended deferring any rent increase for 2023-34 due to the cost-of-living crisis and uncertainty with OCC Lease outcomes. To note Rose Hill allotments are £3/pole. **(Action: None. Rent to remain £4/pole for 2023-24)**
- 9.3 Kathy stated that TTACIC states that the Committee's rent Recommendation and rules should be tabled for at EGM or AGM for approval.
- 10 **Rent Day preparation.** Helen asked for all to be available on Rent day, Sunday, 3 September 2023, 9 AM – Noon. Rules, constitutions and renewal forms will be copied at printer for the day. **(All – RSVP to Helen)**
- 11 **Termination of plot holders following on from Gill's emails.** Gill stated that plot address cards are still missing from plots. (Note the requirement has now been added to "Rules" so can be sited)
- 12 **AOB**
- 12.1 Kathy asked if we had a certificate for insurance from ODFAA naming TTAAA(TTACIC) as an additional insured. Helen stated she would pursue it. A copy of the Certificate should be fixed on the outside of the shop. **(Action: Helen)**
- 12.2 Kathy asked if we have a H&S policy as stated in the constitution. Kathy completed the draft, which upon approval, should be fixed outside of the shop. **(Action: Kathy)**
- 12.3 Gill noted that the notice board near the main gate needs repair. **(Action: Ed)** Kathy noted that Argos carries laminators for notices (£20 + £10 for 100 plastic sleeves)
- 12.4 Kathy once again invited all committee members to become director of TTACIC, if not initially, then at any time in the future. Tom and Terry will now be added as directors with Gill, Helen and Kathy
- 13 **The meeting adjourned 12:00.**

Next Meeting TBD

Kathy O'Donnell
TTAA Secretary