



## **Minutes of Henley Allotments Association Committee Meeting 16th July 2018**

Present: Peter Anderson, David Chilvers, Lewis Every, Dave McEwen, Sharon Oldham, Doug Richards, Mandy Taylor

1. Apologies for Absence: Tony Robinson, Anne Sandars
2. Minutes of the last meeting: passed as correct
3. Matters arising from minutes: none
4. Chairman's Report
  - Greencroft poplar trees: waiting for the tree surgeon to contact the Cricket Club. CC to chase.
  - Deer at Greencroft: quotes have been obtained for a standard deer fence with rabbit wire (same as at Watermans), to be installed between the car park and plots, replacing the existing fence, with two gates for access. The fence will extend 25m alongside the Cricket Club where there is no hedge. Consultation with the CC required on this.  
There is £3,200 in the HTC budget ; the AA may need to fund the balance of £300.  
Final decision should be made in August.
5. Treasurer's Report
  - Annual Management & Maintenance payment has been received from the Council - this year increased from £900 to £1,500.
  - Boat trip and plant sale both made a profit.
  - It has been a good fundraising year, and there has been little capital expenditure, so the account balance is high - currently just over £5,000
  - Plans for capital expenditure to be discussed at next meeting.
  - Permission requested to destroy historical documents older than seven years - agreed.
6. Secretary's Report
  - Data Protection: meeting between Dave, Sharon, Becky and Eileen agreed the responsibilities of HTC and the AA under GDPR legislation:
    - Becky to document the roles and responsibilities that HTC have delegated to the AA;
    - the delegation means nominated representatives (Committee) have de facto permission to contact plot holders in that capacity;

- both HTC and AA have a legal duty regarding the security and integrity of the database. Password-protection and restrictions on the data that HTC pass to AA necessary;
- AA needs to send a letter to plot holders of their commitment to the security of their data; to be sent with HTC consent forms and privacy policy. Sharon to draw up.

#### 7. Watermans

- three starter and one 5-pole plots vacant.
- warning letters have not yet been sent - to be tied up with year end.
- speeding on site is an issue - speed limit signs to be purchased.
- there is a problem with tree branches and overgrown hedges on the Henley side. Karl (acting Head of Parks) to be invited to walk around the site to assess.
- Karl is interested in setting up an area on site for HTC composting / bonfire / wood chipping.
- the trailer has been repaired and is back in action.

#### 8. Greencroft

- five 5-pole plots vacant; another coming up in due course.
- the scrubbed out hedge has been burnt.
- judging of best plot and newcomer has been done.
- scalplings still to be supplied by Karl.
- there is an increasing problem with mares tail.

#### 9. AGM planning

- Dave to investigate available dates - 15th October preferred if available.
- 7.30pm start suggested as more convenient time.
- GDPR and AGM materials to be sent along with the HTC documents.
- Dave to liaise with Becky regarding dates AA documentation is required, and for envelope stuffing.

#### 10. Website & Publicity

- almost all email addresses have now been corrected.
- form on the website removed.
- Mandy to investigate options for social media and ways of making the site more useful/dynamic.
- cookies policy to be added to the site.

#### 11. Social Events

- Marisa's thank you get together planned for Sunday 5th August at Watermans. Invitations to her friends to be passed by word of mouth. Sophie to be asked about cake; Doug providing coffee. AA to buy a garden gift voucher.

- Seed orders: catalogues arriving 2nd week August; David to contact Jo to see if she will help to organise again.

12. AOB:

- Suggestion of a speaker for the AGM - decided against.

13. Date of next meeting: Thursday 20th September