

## Hotwells & District Allotments Association Ltd

Registered under the Co-operative and Community Benefit Societies Act 2014

Registered No: 6359R

Registered address: 2 Kennel Lodge Road, Bower Ashton, Bristol BS3 2JT  
www.hwdaa.co.uk

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### Hotwells and District Allotment Association

#### Minutes of Annual General Meeting, 2pm 19 February 2022

**Present:** Jenny Hendy (Chair), John Buchanan (Treasurer), Chris Hanmer (Secretary), Peter Tucker (Membership), Gillian Turner, Paul Finch, Roy Davis, Claire Greenfield, Rosie Glynn, Moira Buick, J Mathias, Steve Peckham, Craig Dunsford, Ann Martin, David Thornley, Jane Stevenson, Pat Rogers, John Holland, Josh Nesfield, Barbara Fowler, Michael Fox, Angie Tonge, Linda Blake, Johnathan Eve, Angie Parr. By proxy - Catherine Nanji, Chris Crook, Bob Corfield, Fiona Jordan, Paul Hewins, Lizzy White, Simon Omiotek, Phil Cass, Euan Scott-Batey, George Wynne-Wilson, Julia Hammond, Graham Saunders

#### 1 Welcome

Jenny Hendy opened the meeting and welcomed all attending, particularly as this was the first face to face general meeting since the outbreak of Covid 19 in 2020.

**2 Apologies:** Pete Creed, Lisette Webley, Margaret Cooper, Cath Slade, Kean Lamb, Jennifer Bhambri-Lyte, Pete Vowles, Annabel Storrar, Medea Walker, Nisus Larson.

#### 3 Minutes of the AGM held by zoom on 27 February 2021

Acceptance of the Minutes of the AGM held on 27 February 2021 was proposed by John Holland, seconded by Peter Tucker and approved by the meeting.

#### 4 Matters arising from the 2021 AGM Minutes

None.

#### 5 Chair's report February 2022

Welcome to everyone. This will be a fairly brief AGM focusing on approval of accounts and election of the committee. Next year we hope to combine the business of the AGM with a session on the things which interest us all – working our allotments and growing veg.

#### Statistics:

<b>Number of plots</b>	578 (increasing gradually as demand for smaller plots increases)
<b>Number of tenants, approx</b>	537 (some have more than one plot)
<b>Vacant plots,</b>	5 (small)
<b>New Tenancy Agreements</b>	97
<b>Volunteers:</b>	32 (at least)
<b>Waiting lists:</b>	149 confirmed ; over 300 unconfirmed

## **Volunteers:**

This is what keeps the Allotment Association going and is the most important section of this report.

**Site Reps:** manage sites, maintain shared areas, support tenants, prepare plots for reletting, meet potential new tenants, help set up new Tenancy Agreements , mow, chop, mend, and much more. Each site is different and each site rep does it differently.

Alderman Moore's	Phil Cass
Meadows	Chris Crook
Kennel Lodge 1	Paul Finch
Kennel Lodge 2	Terry Hoskins
Bower Ashton	Roy Davis
White City	John Lansdall

**Assistant site reps** are also crucial to most sites: Bob Corfield, Pete Vowles, Kean Lamb, Josh Nesfield

**Committee:** consists of the Site Reps plus **John Buchanan**, Treasurer, **Chris Hanmer** , Secretary and **Peter Tucker** Membership Secretary . Discussion ranges around compost toilets, water consumption, plot inspections, boundary walls, hedges, fences etc. We meet about 10 times a year, in the shop, whatever the temperature.

**Volunteers leaving and joining:** a key part of this year's work has been replacing volunteers who seemed irreplaceable.

Many of you know **Bob Corfield** who has been a tenant for many years, a committee member for 17 years and is retiring. During his 17 years he has been treasurer, vice chair, newsletter editor, KL1 site rep, IT guru, Website manager. He has taken us from handwritten, paperbased systems into the 20C / 21C with electronic systems and records. New volunteers bring new skills and ideas and we are extremely fortunate to have a new Newsletter editor, **Gillian Turner**, and a new Website Manager **Claire Greenfield**. Feedback from tenants has been very appreciative of the new look Newsletter and we will soon see the new Website. Bob isn't here but he won't get away without being embarrassingly thanked.

## **Shop and compost**

Still a stop / start year for the shop, as we've worked out when and how we can open while reducing COVID risks,

Two key volunteers (Angie and Lesley) left after years of developing the shop into the service we now know. Rik Goldsmith has taken over recruiting, training and organising the shop volunteers who keep it running. **Anneke van Eijkern** has taken over ordering and managing the seeds, **Julia Hammond** has taken over ordering, bagging and selling potatoes and **Rosie Cruickshank** has taken over onions, shallots and garlic.

The shop now has two volunteers per session which is more companionable, allows time for bagging, weighing etc when it's quiet and quicker service when it's busy.

Compost from green waste (black gold to some of our tenants) is now available on four of our six sites and will shortly be available on a fifth. It contributes to our intentions to reduce our use of plastic and eliminate the sale of peat. It also reduces the use of animal products which is increasingly important to some tenants, while conditioning and feeding the soil. Delivery is organised by **Pete Creed**, often to be seen guiding an enormous tractor through narrow gates. As demand increases so does his work.

### **Registration of new rules / constitution**

A quick update on the new Rules agreed by tenants at the last AGM: these have been registered with FCA and are on our website – we were told that we are a Co-operative Society, not a Community Benefit Society. This does not prevent us doing anything we hope to do.

### **Support for tenants / inspection / terminations**

Many tenants have let their site reps know of particular circumstances which make it temporarily difficult to manage their plots. Some have been helped by allotment neighbours or friends and some decide to give up their plots. Last year we resumed inspections. Most tenants respond very positively to a reminder that plots need to be used, cultivated and productive. We only officially terminated 3 tenancies. The committee is continually trying to strike a balance between the circumstances and wishes of tenants and the need to keep the plots well cultivated.

### **Wider links**

#### **Wildlife surveys**

These are being carried out regularly by Martin Howard and Paul Finch (our birding duo). They are linked with BS3 Wildlife News

**Painting session** on Alderman Moores

#### **Wildlife photographers**

**Local Developments:** responses to planning applications and developments Harbourside; Sidings (alongside Festival Way); Community Infrastructure Levy application for funding.

**Allotment Forum** / allotment office. New staff are picking up a long list including the development of the new Allotment Strategy

### **Hopes for coming year**

**Continued Environmental actions:** green compost, reduction of plastic, peat and bonfires, continual surveys of wildlife and wildlife friendly allotmenting

### **Wider Community links**

**Awards for best plots:** including note of particular innovations and successes

## **6 Treasurer's Report**

### a) Presentation of HwDAA accounts for the year ending 30 September 2021

John Buchanan explained the following from the audited Accounts

- Income statement: our main source of income is plot rents of £26,070 net of discounts (which are shown for the first time.) Rent discounts are offered to three groups – tenants who have rented plots for more than 25 years (being discontinued other than to existing recipients); tenants in receipt of means tested benefits; committee members.
- Costs: mainly for repairs and maintenance of boundary walls, hedges etc, shed repairs and replacements, tree maintenance.
- Depreciation: most of our capital assets no longer need to be depreciated annually – hence the £11,123 listed as an exceptional charge.

- Shop profit: as with 2020, the effect of closures due to Covid lockdowns resulted in smaller profit of £ 2035.
- Total profit for the period: £5538
- Balance sheet: total assets £55,503 comprise shop stock and cash in the bank.
- In addition to repairs and maintenance any surplus income is used to continue support maintaining rents at existing level – as for the last three years.

Although a statutory audit is not required, our accounts are audited by Iggy Fung as an assurance for all tenants that our finances are satisfactory. Approved accounts are submitted to the FCA (Financial Conduct Authority).

On behalf of the Association John thanked Iggy Fung for again auditing the accounts.

- a) Approval of Accounts: **Resolution 1** To approve the accounts for the year ending 30 September 2021. *The resolution was approved with no votes against. There were no abstentions.*
- b) Audit requirements: **Resolution 2** To exempt the Association from the requirement to have a full audit for the year ended 30 September 2021 and 30 September 2022. *The resolution was approved with no votes against. There were no abstentions.*
- c) Appointment of auditor: **Resolution 3** To re-appoint Iggy Fund as auditor for the year ended 30 September 2022. *The resolution was approved with no votes against. There were no abstentions.*
- d) Notice of plot rents with effect from 1 October 2022: **Resolution 4** To approve rent level for the year commencing 1 October 2022 unchanged from the current year. *The resolution was approved with no votes against. There were no abstentions.*

**7 Election of new President:** David Thornley is retiring from his position as President of HwDAA. An appreciation of the work done by David was expressed by Jenny Hendy and by John Holland.

**Resolution 5** It was proposed that John Holland should be elected as the Association’s new President. As an experienced allotmenter, an ex-Chair of HwDAA as well as having excellent contacts within similar organisations he is both suited, and keen to act as an ambassador and advocate for HwDAA. *The resolution was approved with no votes against. There were no abstentions.*

**8 Election of HwDAA officers and committee** (and start of rolling three year programme for re-elections): **Resolution 6: to approve the election of Committee members as follows:**

Chair	Jenny Hendy
Treasurer	John Buchanan
Secretary	Chris Hanmer
Membership Secretary	Peter Tucker
Site Rep, Alderman Moore	Phil Cass
Site Rep, Bower Ashton	Roy David
Site Rep, KL1	Paul Finch

Site Rep, KL2	Terry Hoskins
Site Rep, Meadows	Chris Crook
Site Rep, White City	John Lansdall

*The resolution was approved with no votes against. There was one proxy abstention for each of the following site rep posts; Alderman Moore's, Bower Ashton, Kennel Lodge 2, Meadows, and White City.*

**9 Proposed timetable for future election of committee members.** In order to encourage tenants to consider joining the committee and enable existing committee members to decide if and when they step down from their positions, it is proposed that we introduce a rolling three year rotation of committee positions.

**Resolution 7** The change of rules agreed by the AGM in 2021 and accepted by the FDA state that HwDAA officers and committee members would be elected every three years (with an option to stand again). Not every position would therefore be up for election every year. Elections would happen as follows

2022	All posts up for election
2023	Chair, Secretary, Alderman Moores Site rep, Meadows site rep
2024	Vice Chair, Kennel Lodge Site rep, Bower Ashton Site rep, Membership Sec
2025	President, Treasurer, Kennel Lodge 2 Site rep, White City Site rep

*The resolution was approved with no votes against. There were no abstentions.*

## **10 AOB plus questions and discussions**

Gillian Turner, the new editor of the quarterly newsletter, spoke briefly asking for tenants' contributions to, and ideas and suggestions for future editions.

Claire Greenfield, HwDAA website manager, explained that the website and hwdaa email need to be upgraded, which means both will be unavailable for some weeks in March. Information to all tenants about this will be sent within a few days. She asked for tenants to provide photos for the new website's gallery feature and site information.

A question was asked about our current position on bonfires. Paul Finch, Environment rep explained that we follow Bristol City Council's allotment strategy (currently being revised). While bonfires are discouraged – and there has been a reduction in numbers lit, they are allowed only between 1 November and 31 March. The HwDAA website information on bonfires suggests other ways tenants can use or dispose of combustible waste.

Asked by John Mathias whether the potholes in the AM hauling way are going to be repaired. Jenny confirmed this will be referred to the AM site rep for maintenance.

With no other questions or comments, the meeting was closed.