

EALING DEAN ALLOTMENT SOCIETY

MINUTES OF COMMITTEE MEETING MONDAY 20TH JANUARY 19.30

PRESENT: Christina Fox, Kim Tompsett, Christine Charles, Crispin Harris, Simon Coleman, Jon Wilkins.

Introduction from Christina about the style of committee meetings and the communication with members of the society.

- Efficient
- Effective
- Democratic and positive
- Decisive
- Pro- Active in making decisions and in keeping up to date with what is happening within the Society and Committee if the member is absent
- Transparent. Not all the plot holders have access to e-mail so different methods of communicating needed.

In preparation for best communication practice the Committee collated contact numbers and considered an internal forum within the website to facilitate Committee discussions etc. between meetings.

- Ealing Dean.co.uk . Domain has been purchased.
- An" Allotment Phone" for emergency contacts.
- Christina introduced Ealing Trading Forum as a good interactive site.

Main Business for the Evening

Local Management Agreement and the Allotment Allocation of Work.

What are the responsibilities of Pathways and the Association ? What works will be undertaken by each?

The documents were considered point by point and specific changes of word and intention were entered onto the documents.

Various points were discussed and considered.

- It would be an ideal to make the Northfields and Hazelmere agreements as congruent as possible.
- The Association will maintain the processes involved in letting to new tenants including; the waiting list, forms, showing the plots. etc.
- The Committee will provide admin support to Pathways during the issue of tenancy agreements and the collating of information about which plot holders have paid their rent and returned their agreements. This will

enable the Association to know much more quickly which plots have become available for new tenants.

- Christina is going to write a new section 5 to reflect the best practice she has already established in dealing with holders of neglected plots.
- Simon is going to oversee Maintenance schemes and schedules.

First Tasks and Agendas

- Kim to begin the process of opening the Bank Account. Using NatWest as it is the nearest bank to the allotments.
- Christina to have meeting with Pathways to discuss the amended document drafts. Either Christine or Crispin to go with her.
- Simon to begin painting/staining the Notice Boards. Going for a grey/blue colour.
- Work party on Radbourne Walk on February 1st. All details and ideas on the web-site.