

Agenda

- 1. Welcome and introductions from Chairman**
- 2. Apologies for absence**
- 3. Minutes of the 2022 AGM**
- 4. Matters arising from the 2022 AGM not included in this agenda**
- 5. Chairman's Report**
- 6. Secretary's Report**
- 7. Treasurer's Report**
- 8. WAM Committee – Retirements, nominations and elections**
- 9. The Geddes Cup**
- 10. Any other business**
- 11. Questions from the floor**
- 12. Date of the next AGM**

- 1. Welcome and introductions from
Chairman**

2. Apologies for absence

West Tarring: Caroline Webb, Brian Allen, John Daly

Chesswood: Brian Read, Khristina McCormack, Mike Heath

Dominion Road: Barry Buckley

Hillbarn: Richard Lyons, Rob Ferguson

Haynes Road: Alison Simmons

St Andrews: Anthony Read

3. Minutes of the 2022 AGM

Resolution:

To accept the minutes of the 2022 AGM

4. Matters Arising

Purpose of the AGM:

- **To look back at the past year**
- **To look forward to the coming year**
- **Questions should relate to the presentations only**

WAM AGM

15th September, 2023

**Chesswood Junior School,
Chesswood Road, Worthing BN11 2AA**

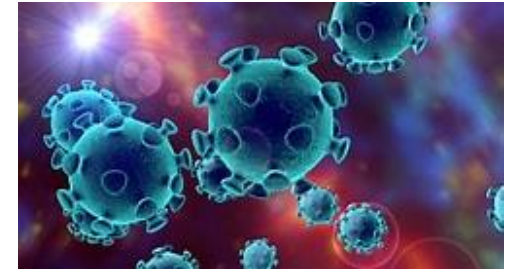


5. Chairman's Report

WAM AGM

Last year, I spoke about Coronavirus and its impact on allotmenting.

Fortunately, its impact has reduced significantly.



I also spoke about the impact weather had.

This was storm Eunice at Newhaven in February 2022 .



In addition, 2022 was the driest summer since 1910.
It was also the joint hottest ever.



WAM AGM

Here below is data for Worthing during the past year
September 2022-23:

Max temp	Min temp	Total precip	Max daily	Rain days	Max sustained wind
28°C	-5.6°C	948 mm	39 mm	271	70 kph (43.5 mph)

So much for Sunny Worthing.

There were wind gusts higher than this:

Oct 24th – 82 kph (51 mph) Nov 1st – 103 kph (64 mph) Apr 12th – 88 kph (54.7 mph)

Then we learn that in September, areas in UK experienced over 7 consecutive days a temperature exceeding 30 °C.

5. Chairman's Report

a) Rubbish disposal

- i. We are finding that increasing numbers of tenants relinquishing their plot now seem to leave a vast amount of rubbish behind.
- ii. This means the plot letting is delayed resulting in loss of income.
- iii. During site inspections, any tenant having unused items on their plot will be asked to remove them.
- iv. Plot clearance invariably generates a lot of combustible material. However, at West Tarring and Chesswood Farm we try to reduce the number of bonfires. Consequently such material is often taken to the tip.

5. Chairman's Report

a) Rubbish disposal

- v. Tenants at sites where bonfires are permitted must take care to avoid causing nuisance to nearby residents.
- vi. Complaints are received by the Environmental Protection, Public Health & Regulation Division at WBC, and are forwarded to us for resolution.
- vii. We are at risk of being forced to impose a further ban if complaints continue to be received.
- viii. If you are unsure, contact your Overseer for advice.

5. Chairman's Report

BADGERS AND BONFIRES

- Last year, restrictions were imposed on those tenants at Chesswood whose plots were in the vicinity of a known badger sett.
- These restrictions included a ban on bonfires on their plot, as well as the application of noxious substances.
- These particular restrictions remain in force.

5. Chairman's Report

b) Site improvements/maintenance

i. General

- a) Tree felling at various sites by contractors.
- b) Tree maintenance and boundary growth maintenance as necessary by working party or contractor.
- c) Fence repairs.
- d) Plumbing repairs.
- e) Modification of water tanks to comply with Southern Water regulations.

5. Chairman's Report

b) Site improvements/maintenance

ii. West Tarring

- a) Installation of some additional water tanks.
- b) Fence repairs. There were 2 elements to this:
 - i. The main gate at Ringmer Road was proving difficult to open as the gates were touching one another. The remedy was to cut off the hinges on one side and reattach them so the gates were further apart.
 - ii. We were alerted to a break-in on the night of 13th July. Youths had entered the site and were breaking greenhouse glass. The entry point was found and made secure by working party. Installation of brackets to fix barbed wire has been provided at another location.

5. Chairman's Report

b) Site improvements/maintenance

ii. West Tarring

- a) Installation of some additional water tanks.
- b) Fence repairs.
- c) Leaks.
 - i. A leak was reported to WBC, but it took 2 months before the detection company (LDS) was contacted.
 - ii. The leak was detected in December and repaired by the working party.
 - iii. In future, permission to contact LDS directly has now been granted.

5. Chairman's Report

b) Site improvements/maintenance

ii. West Tarring

- a) Installation of some additional water tanks.
- b) Fence repairs.
- c) Leaks.
- d) Replacement toilets.
 - i. Ordering was delayed pending a decision from Planning Department.
 - ii. Eventually the application was classified as a permitted development.

5. Chairman's Report

This is what we needed to replace



5. Chairman's Report



5. Chairman's Report



5. Chairman's Report



5. Chairman's Report



5. Chairman's Report



5. Chairman's Report

b) Site improvements/maintenance

ii. West Tarring

- a) Installation of some additional water tanks.
- b) Fence repairs.
- c) Leaks.
- d) Replacement toilets.

Funding for this toilet block was obtained from:

- | | |
|--------------------------------------------------|--------------|
| 1. The National Lottery | £8729 |
| 2. Worthing Community Chest | £1500 |
| 3. Worthing Community Infrastructure Levy | £5000 |

Thanks to the late Paul Eustice and Ange Tanner

5. Chairman's Report

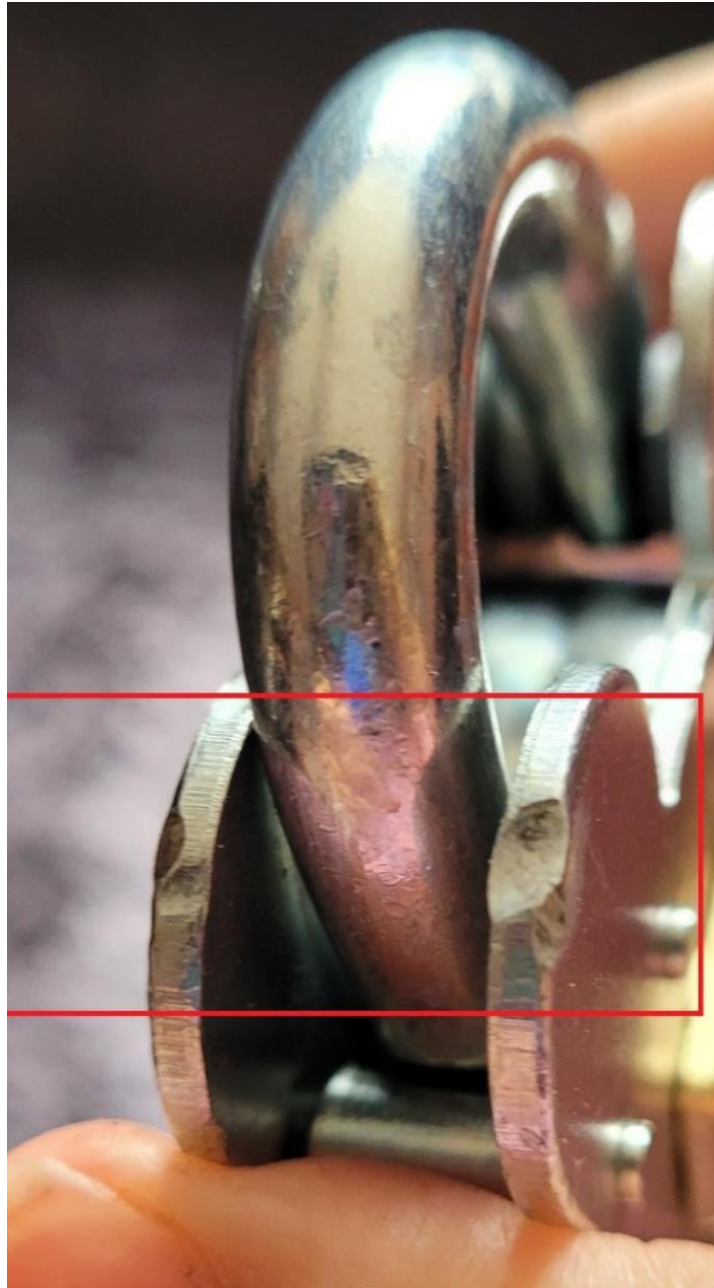
b) Site improvements/maintenance

iii. Chesswood Farm

a) Site access

- i. The gate padlock was often jammed.
- ii. It was replaced by a new padlock, which again jammed.
- iii. This was significantly inconveniencing Rik and Lorraine.
- iv. There was evidence of damage to both the old and new padlock:

Worthing Allotment Management



5. Chairman's Report

b) Site improvements/maintenance

iii. Chesswood Farm

a) Site access

- v. It was decided that the site needed a more secure vandal-proof padlock. One was ordered with replacement keys for all tenants.
- vi. In addition permission was obtained to install cctv to monitor the gate.
- vii. Sessions of key replacement were held, and all returned keys were retained for inspection:

Worthing Allotment Management

The key on the right is a new key. That on the left was returned. This key was found to jam any of the old padlocks. This tenant was probably responsible for damage inflicted on the padlocks and is certainly responsible for the cost of replacing the padlock and keys.



Worthing Allotment Management

**If you have any issues with your key, please contact your Site Manager/
Overseer, who will arrange for it to be checked, and replaced where necessary.**



Worthing Allotment Management

This is the new key. It fits a high security Squire lock. Additional keys or replacements can only be obtained through Rik or Lorraine.



5. Chairman's Report

b) Site improvements/maintenance

iii. Chesswood Farm

b) Japanese Knotweed

- i. This still exists at Chesswood.
- ii. The responsibility for its control lies with Worthing Borough Council.
- iii. Tenants should not treat it themselves, but should report sightings to Rik or Richard.

5. Chairman's Report

b) Site improvements/maintenance

iv. Dominion Road

- a) Skip hire to remove accumulated rubbish
- b) Closure of access from Kittysfield.
- c) Overhanging branches from trees in Springfield Infant School eventually dealt with.

v. Hillbarn

- a) Falling branches necessitated tree removal.

5. Chairman's Report

b) Site improvements/maintenance

vi. Haynes Road

- a) Hedge trimming.
- b) Intruder.

v. St Andrews Road

- a) Hedge trimming.

5. Chairman's Report

c) Site improvements in the pipeline

i. General

- a) Site security has been a significant problem this year.
- b) Vandalism seems rife at West Tarring and Dominion Road, and occasionally at Hillbarn.
- c) It is something Committee will need to address in future.

ii. West Tarring

- a) Installation of additional water tanks to be completed during the winter months.
- b) Widening the pathway to the toilet block and establishment of plots for disabled tenants need addressing.

5. Chairman's Report

c) Site improvements in the pipeline

iii. Dominion Road

- a) Due to the predominance of female tenants, a request for toilet facilities has been made.
- b) Committee will need to determine the best option.

5. Chairman's Report

d) Working Parties:

All of our sites benefit from the time and effort spent by members of our working parties.

Activities range from plot clearance, maintaining flower borders, plumbing and woodwork to name but a few.

I would personally like to thank all existing working party members for their immense contribution.

If you have any skills that could contribute to working party activities please contact your overseer, or let me know now.

5. Chairman's Report

e) Pest Control

i. Rats

- a) WBC continue to subcontract rat control to an external service.
- b) While treatments appear effective, we continue to have sightings on our allotments.
- c) Tenants should refrain from using rat poison, as it may not be effective, and may affect other wildlife. Tenants should also refrain from placing cooked food in compost bins.
- d) Tenants should report sightings to their Site Manager / Overseer.

5. Chairman's Report

e) Pest Control

ii. Children

- a) Children should be closely supervised while on any allotment site.
- b) Children should always be accompanied when visiting an allotment site toilet.

5. Chairman's Report

f) Allotment rent – late payers

- Annual rent is due on the 1st October.
- Invoices will be sent out during September by email or Post.
- If you have changed your address and/or your email address, you need to let us know.
- We stipulate 40 days in which to pay the rent, and most tenants manage to comply with this. However, a minority fail to do so.
- These late payers consume a lot of volunteer time and cost in chasing the rent due.
- Please endeavour to make your payment before 10th November.
- Our Terms and Conditions show how we deal with late payers.

5. Chairman's Report

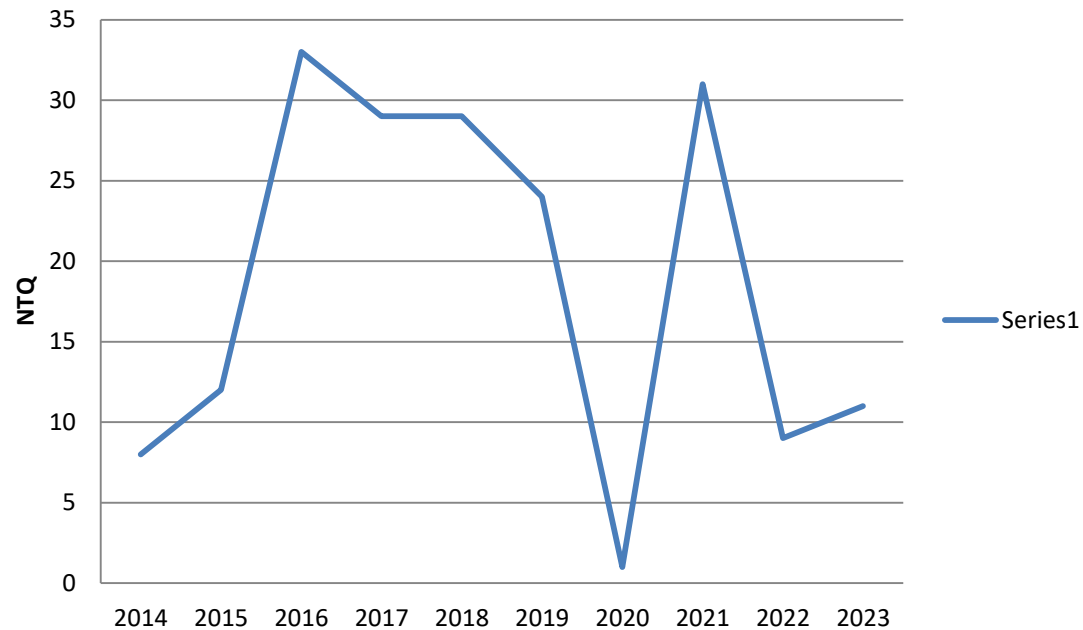
g) Notices to Quit

- i. These are now issued by the Area Managers.
- ii. The principal reason for issuing one is non-cultivation, followed by non-payment of rent.
- iii. The following chart shows annual figures:

5. Chairman's Report

Notices to Quit

NTQ's issued by calendar year



6. Secretary's Report

6. Secretary's Report

6.1 Terms and Conditions

- a) Following an extensive review of our Terms and Conditions last year, any further revisions this year have been minimal.
- b) We took Halewick Lane out of our appeal process.
- c) Spouses/partners do not need to fill out a co-worker form.
- d) The revised document is available on our website.
- e) Following our Committee meeting this week, we will also make clearer the need for plot numbers to be displayed, and to insist that water tanks are not to be used for washing produce or tools. These changes will be incorporated in due course.

6. Secretary's Report

6.2 Service Level Agreement

- a) In January, a request to modify our Service Level Agreement (SLA) was made.
- b) We wanted to be able to exchange information on existing tenants and tenancy applications between ourselves and Humber Avenue Community Allotments (HACA).
- c) The intention is to identify those evicted from one organisation that attempt to join the other.
- d) So far, Council's legal department has yet to respond.

6. Secretary's Report

6.3 Constitution

- a) This has been amended to allow Committee to consist of individuals who may not be members of WAM:

6.2 The Committee when complete consists of at least five elected individuals or authorised representatives, all of whom must be members. The Committee may also appoint or co-opt members throughout the year for additional tasks. **Where specialist skills are required to service the committee and/or the wider WAM community, and those skills are not forthcoming within the WAM community, then in order to ensure the smooth running of the organisation the committee may, at its discretion, co-opt a non WAM member onto the committee to provide those services and bestow WAM membership to that co-optee.**

6. Secretary's Report

6.4 Other Documents

- a) Where necessary, home addresses of individuals have been replaced by an alternative method of contact.
- b) The Welcome pack issued to all new tenants shows they will be required to pay a key deposit, irrespective of the site they are joining.

7. Treasurer's Report

Draft Statement of position for the Year ended 31st August 2023

<i>Surplus for the year ended 31 August 2022</i>		<i>5,052.14</i>
<i>Key variances to prior year</i>		
<i>Income – Rent & equipment hire</i>	<i>3,847.66</i>	
<i>Expenditure – Postage & Stationery</i>	<i>(381.17)</i>	
<i>Expenditure – Maintenance & Materials</i>	<i>4,846.09</i>	
<i>Expenditure – Water</i>	<i>(1,189.42)</i>	
<i>Expenditure – Locks and Keys</i>	<i>(5,506.88)</i>	
<i>Expenditure – Other</i>	<i>(227.73)</i>	
<i>Income - Interest</i>	<i>349.89</i>	
		<i>1,738.44</i>
<i>Surplus for the year ended 31 August 2023</i>		<i>6,790.58</i>

7. Treasurer's Report

A significant amount of focus has been given to the replacement of the toilet block at West Tarring. The overall cost of the project exceeded £15,000 but fortunately, most of the cost was covered by one off grants which meant that the cost to WAM was £400. However further work is required to fulfil our commitments to the grant providers.

The locks at Chesswood failed on several occasions, potentially due to improper use, resulting in the requirement for an upgraded system which cost in excess of £5,000. The same locks are in use throughout the rest of the estate and therefore we are at risk of further expenditure in this area.

7. Treasurer's Report

Rent levels for 2023-24:

Rents were increased from £9.00 to £10.00 per rod with effect from 1st October 2022.

The UK continues to suffer significant inflation which feeds into higher costs for goods and services as well as utilities including water. June was both dry and warm leading to a significantly increased demand for water at our plots. Whilst the high temperatures and dry weather abated somewhat in July and August our consumption this year is likely to be higher than the preceding year. In addition, there is future cost uncertainty due to the condition of services to the sites as well as site security.

7. Treasurer's Report

Headline inflation has fallen from the peak experienced late last year to around 7%. However the future prospects are uncertain. Whilst the government has targeted a reduction to 5% by the end of the year, the Chancellor of the Exchequer has warned of upwards inflationary pressures.

Rents for the prior period were increased by 11% which was below the inflation peak of 14.2%. We do not intend to recover this shortfall but instead propose an increase in line with the current inflation percentage.

Therefore we propose to increase Rents from £10.00 per rod to £10.70 per rod, with a 30% reduction for tenants over 65 years of age on 1st October 2023.

Note that: For all new tenants (post October 2015) the reduction will apply only to the first plot.

7. Treasurer's Report

Resolution:

To accept the Report from the Treasurer, including the rent levels for 2023-24.

8. WAM Committee

Retirements and changes

- a) Rob Ferguson retired as Overseer at Hillbarn in February 2023.
- b) Richard Lyons has taken Rob's place.
- c) Andrew Collis retired as overseer at West Tarring in June 2023 to focus on IT support.
- d) Steve Jowett has taken Andrew's place.

8. WAM Committee

Current composition:

- a) Peter Hannam – Chairman
- b) Caroline Webb– Secretary
- c) Phillip Wright– Treasurer
- d) Jack Powis – Site Manager Area A/ Overseer West Tarring
- e) Rik Pease – Site Manager Area B/ Overseer Chesswood Farm
- f) John Scrace – Area A Membership Secretary, Water Services Coordinator
- g) Lorraine Robinson – Area B Membership Secretary
- h) Brian Allen – Overseer West Tarring
- i) Steve Jowett – Overseer West Tarring
- j) Richard Lawson – Overseer Chesswood Farm
- k) Denis Chadwick – Overseer Dominion Road
- l) Mike Spencer – Overseer George Vth Avenue
- m) Alison Simmons – Overseer Haynes Road
- n) Richard Lyons – Overseer Hillbarn Lane
- o) Richard Taylor – Overseer St Andrews Road, Locks and Keys Manager

8. WAM Committee

Officers eligible and willing to stand for election to Committee:

- a) Chairman - Peter Hannam
- b) Secretary – Caroline Webb
- c) Treasurer – Phillip Wright
- d) Area A Site Manager - Jack Powis
- e) Area B Site Manager – Rik Pease
- f) Area A Membership Secretary – John Scrace
- g) Area B Membership Secretary - Lorraine Robinson

There have been no nominations received for any of these posts.

Overseers and other members are appointed/confirmed by WAM Committee

8. WAM Committee

Resolution:

To accept the appointment of the officers below to WAM Committee for 2023-24

- a) Chairman - Peter Hannam
- b) Secretary – Caroline Webb
- c) Treasurer – Phillip Wright
- d) Area A Site Manager - Jack Powis
- e) Area B Site Manager – Rik Pease
- f) Area A Membership Secretary – John Scrace
- g) Area B Membership Secretary - Lorraine Robinson

9. The Geddes Cup

This cup, generously donated by Bill Geddes, is awarded each year to the person making the greatest contribution to the allotments and fellow tenants.

Nominations for this are made by members of the WAM Committee, the final decision is made by Bill Geddes.

9. The Geddes Cup

This year's winner is

**Rik Pease and
Lorraine Robinson**

10. Any other business

11. Questions from the floor

12. Date of the next AGM

13th September 2024