

FINAL

ROYAL PADDOCKS ALLOTMENTS, HAMPTON WICK

Minutes of the annual meeting of the Management Committee (MC), held on Wednesday 24 November 2021 at The Lion, Hampton Wick

Present: Councillors: Jim Millard, Monica Saunders and Kate Howard
Plotholder representatives: David Harnden (Plotholders' Committee vice-chair); Karen Saywell (Plotholders' Committee chair and MC secretary), Andrew Stanley (Plotholders' Committee treasurer), Christine Knight, Susan Saunders

1. Apologies: Robin Brown

Welcome: Jim Millard welcomed all

2. Election of officers:

Chair: Karen Saywell proposed Jim Millard, seconded by Monica Saunders.

Vice-chair: Karen Saywell proposed David Harnden, seconded by Susan Saunders
Karen Saywell continued as Secretary, proposed by David Harnden, seconded by Jim Millard.

3. Minutes of the meeting held on 25 November 2020: The minutes were confirmed as a true record.

4. Actions arising from the minutes:

Monica to pursue, starting with confirmation of Councillor Howard's position, a check with Kathryn Thomas with regard to the rules and then to seek a replacement if needed.

Completed – Councillor Howard was confirmed and was in attendance

Karen to ensure that the item 'fixing rents' be on the standard agenda for the Management Committee going forward.

Completed – the item is now on the standard agenda

5. Plotholders' Committee chairman's annual report: David Harnden had provided a written report in advance. David recognised that many plot-holders had contributed over the year, and presented a summary at the meeting:

- 24 plots had been vacated and re-let over the year and the Waiting List is around 70
- Despite the disruption of the past year, the RPA has maintained continuity - work on maintaining pumps, managing the gates, maintaining the tracks, live and dead hedges has continued
- The opportunity was taken to clean and re-decorate the café and renovate the café picnic benches
- The new incinerator was installed with clear instruction signs and a demonstration of how to use held for plot-holders
- The café has now reopened with a new socially-distanced procedure in place, and will remain open until the Christmas café event on Dec 19th. It will then close, to reopen in March
- Inspections have continued in a gentle way, ensuring that those in difficulty were not unduly penalised

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- The Centenary of the Charter for RPA was celebrated with a new crab apple planting at the newly-named 'Crab Apple Corner. Other means of celebrating and remembering the Centenary included: the publication of a book celebrating the history of RPA; an RPA plot in the Community section of the RHS Hampton Court Show; the installation of a celebratory weather vane on the Seed Store café and a celebration service at the local St John's Church

Susan Saunders thanked David for his work as Chairman over many years.

- 6. Plotholders' Committee Treasurer's annual report:** Andrew Stanley, Treasurer of the Plotholders' Committee had already shared his report with all. He highlighted:

Income for year ending 30th September 2021, at £7922, was up £874 on the previous year, boosted by social events and payments of deposits by those on the lengthening waiting list.

Expenditure for the year was £12,466. This included costs of purchasing and installing the incinerator, with ground works and fencing; maintenance of the tracks; redecoration of the Seed Store Café; materials for the extended dead hedge. Reserves stood at £24,561 at year end, 30th Sept 2021 and the five-year cash forecast that is maintained confirms that the £10k minimum reserves are easily met.

- 7. Fixing of rents**

Andrew proposed no change to rents, given the healthy reserves. This was unanimously supported.

- 8. Overdue rent action**

All rents had been received by 21st November, so no action required of the Management Committee

- 9. Date of next annual meeting:** The next annual meeting will be held at 8 pm on Wednesday 23 November 2022, location to be decided nearer the time.

- 10. AOB**

Karen Saywell was welcomed as the new Plot-holders Committee Chairman. The Councillors were invited to join the RPA Christmas Café for mulled wine and other fare from 11:00 – 12:30 on Sunday 19th December

There being no further business, Jim Millard closed the meeting.