

Growing Success
Woodham
Allotment Association

MINUTES
and
YEAR-END
REPORT

21ST NOVEMBER 2024



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WOODHAM ALLOTMENT ASSOCIATION
AGM 2024
THURSDAY 21ST NOVEMBER

PRESENT:

Committee of Management:

Treasurer

John Coward

Secretary

Nishat Payne

Members:

Clive Alexander

Dave Arundell

Karen Avis

Keith Blackman

Jimmy Dyos

Ray Russell

David Tipping

APOLOGIES:

Committee of Management:

Jan Green

Vince Payne

Members:

Rie Caton

Peter Denham

Chris Ellis

Cathy Hall

Corrine Kay

Mike Kay

Margaret Martin

Marilyn McGee

Paul Robson

John Ticehurst

Christine Weir-Ewing

Vivien Williams

AGM MINUTES AND YEAR-END REPORT 2023

The 2023 Report was agreed by Members present. A copy, duly signed by the Association's Chair, Vince Payne, will be kept for Association records.

Proposed: Karen Avis

Seconded: Jimmy Dyos

Result: Passed Unanimously

MATTERS ARISING

None



1.0 CHAIR'S REPORT

Good evening and a very warm welcome to everyone at the 2024 Annual General Meeting of the Woodham Allotment Association.

Firstly, I would like to personally, as well as on behalf of all the Members of the Association, acknowledge our appreciation to the Committee for volunteering their time and commitment in supporting the Allotment Association throughout the year. I would also like to extend a special thanks to John Coward as Treasurer and John Ticehurst for auditing the Association's Financial Records. Committee Member Jan Green has decided to resign from the Committee of Management and will not be standing for re-election this AGM. On behalf of all, I would like to take this opportunity to thank her for meticulously managing the Association's Plot Judging as well as introducing a number of key refinements to the process. This means that we now have a vacancy on the Committee of Management and would appreciate any volunteer(s) from Plot Members to fill this important and worthwhile role.

Sadly, Brian Spink, one of the pivotal Members of the Association who volunteered as the Association's Chair from 2003 to 2008 and subsequently as Auditor from 2012 to 2018, passed away earlier in 2024. On behalf of all the Members of the Association, we made a donation in his memory to the family's nominated charity "Farleigh Hospice".

We have continued our efforts, throughout the year, on rewilding the Bird, Bee and Butterfly corridor along the western boundary and add traditional perennial plants, shrubs and bulbs. However, we are now placing greater reliance on the self-seeding of the established perennials that we had planted in earlier years, for the area to become self-sustaining with less involvement / intervention by the Committee. The numerous varieties of plants provide a spectacular display of colour during spring and summer as well as a welcoming biodiverse habitat for wildlife.

Most Members continue to maintain their plots to a very high standard of cultivation which helps make the Allotment Site, a place of relaxation and enjoyment for all. Many passers-by are impressed and admire the diverse selection of vegetables and flowers being grown on our Allotment Site.

In concluding, I would also like to extend a "Thank You" to all the Members who have, during the year, given much appreciated and welcomed support and assistance. Without your contribution and efforts, it would not be possible to have such a smooth functioning Association.



2.0 SECRETARY'S REPORT

2.1 Opening Remarks

I would also like to extend my thanks to all the Members who have supported the Association and to the Committee who have given a lot of their personal time and effort in dealing with Association's matters and business.

2.2 Membership Status

During the year 2023 - 2024, we had 6 Members (2 Plot and 4 Associate) join and 4 Members (1 Plot and 3 Associate) leave the Association. Our membership as at 30th September 2024 was 91 Members, the breakup being 50 Plot and 41 Associate Members.

The summary of the membership changes since the last AGM:

Oct 2023 - Sep 2024		Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Changes
Opening Balance		89	89	89	87	87	87	87	89	89	89	91	91	-
Joined	Plot Members	1						1						2
	Associate Members	1						1			2			4
Left	Plot Members	-1												-1
	Associate Members	-1		-2										-3
Closing Balance		89	89	87	87	87	87	89	89	89	91	91	91	-

Membership Category	Members as at 30 Sept	
	2023	2024
Plot Members	49	50
Associate Members	40	41
Total Members	89	91

2.3 Plot Judging

I would like to thank Committee Member Jan Green who continued to judge plots for the 2023 – 2024 season. Further revisions were made to the plot judging format based on her recommendations and these revisions were incorporated during the year.

The results are decided on the highest number of points being awarded during the year. The allocation of marks is designed to encourage the Plot Member to grow a source of seasonal fresh vegetables, fresh fruit, herbs and flowers for diversity.

For Members' information, we have shown in Attachment 6 the updated Plot Judging Guidance.

2.4 Completed Tasks

Whilst the Committee endeavours to anticipate and gauge the views of our Members in deciding on what tasks to complete, we are always grateful for any suggestions Members may have on ways to improve the Allotment Site / Association either from them personally or via the Suggestion Box.



The summary below shows the main accomplishments since the last AGM:

Category	Accomplishment
Site Improvements / Maintenance	<ul style="list-style-type: none"> ■ Site grass mowed and boundary hedges cut on a regular basis during Spring and Summer. ■ Shed eaves and doors painted with several coats of stain and wood preservative. ■ Work continued on clearing weeds and additional planting of bulbs / perennial plants to further improve and enhance the "rewilding" of the Bird, Bee and Butterfly Corridor. Although, greater reliance placed on self-seeding of earlier planted perennials to encourage the area to become more self-sustaining. ■ Periodic shed housekeeping completed. ■ Vacant plots cleared and debris accumulated for subsequent Site removal. ■ Fire Extinguishers inspected and checked as per manufacturer's guidelines. ■ Periodic checks to ensure water supply pipe is leak free.
Communications / Initiatives	<ul style="list-style-type: none"> ■ Ongoing discussions with the SWFTC maintained, although the annual Site Visit had to be deferred due to unforeseen circumstances by WAA. ■ RHS Affiliation. ■ Additional policies renewed to the WAA umbrella Insurance Policy - Trustees and Legal Expenses. ■ Financial status of the Association provided by the Treasurer at the Committee Meeting.
Site Security	<ul style="list-style-type: none"> ■ Insurance cover renewed - Buildings & Contents for £40,000 and Public & Employers' Liability for £10 million. ■ Combinations changed on the shed locks in February.
Health and Safety	<ul style="list-style-type: none"> ■ Ongoing review of all Site processes. ■ First-aid inventory performed regularly. ■ Accident Book maintained and held in General Shed. ■ Site signage reviewed for wear and continued applicability. ■ Labels on all communal equipment reviewed for continued applicability. ■ Regular inventory of safety equipment to ensure they are available for Members' use. ■ Fire extinguisher label updated to reflect that an equipment inspection was carried out. ■ Health and Safety Policy reviewed for continued applicability and updated as required. ■ Annual Risk Assessment Review completed in September and documented.
Plot Evaluations and Judging	<ul style="list-style-type: none"> ■ Plot evaluations carried out 6 times during the year. ■ Plot judging carried out 2 times during the year.

2.5 Plot Evaluation

The Committee carried out regular evaluations to monitor plot cultivation and plot maintenance. If during the Evaluation process, a plot is found to be "at risk", the Committee will offer, where needed, temporary assistance to the Plot member.

There were 6 evaluations held this year using a Committee developed "Evaluation Scale".

EXAMPLE



2.5.1 Cautionary / Warning / Forfeiture Letters Issued

The summary of the letters issued since the last AGM:

Total Letters Issued by Quarter 2024					
Year	Month	Qtr.	Cautionary	Warning	Forfeiture
2024	Jan – Mar	Q1	-	-	-
	Apr – Jun	Q2	4	1	-
	Jul – Sept	Q3	1	-	-
Total			5	1	-

2.6 Committee Meetings

The Committee meeting this year was a virtual meeting and all the Members of the Committee attended. In addition, the Committee discussed matters over the phone and email, where operational matters warranted.

2.7 Water Usage

The billing cycle for our water usage follows our Lease i.e. July to June. Our water costs for the year July 2023 to June 2024 was £288.47, which was 50% less than our budget forecast of £573.19. The less than predicted water usage and cost was due to heavy and consistent rain during the spring and early summer periods, which meant less water was used by the Members.

All Members have an important part to play in helping to conserve water by adopting a sensible and conservative approach and by using a smart and reasonable method in watering the different types of vegetables, flowers, fruits and herbs grown.

As we have a “private” water meter, whilst we await details of the payee, the water costs of £3,490.44 (details below) have been fully accrued in the Accounts of the Association.

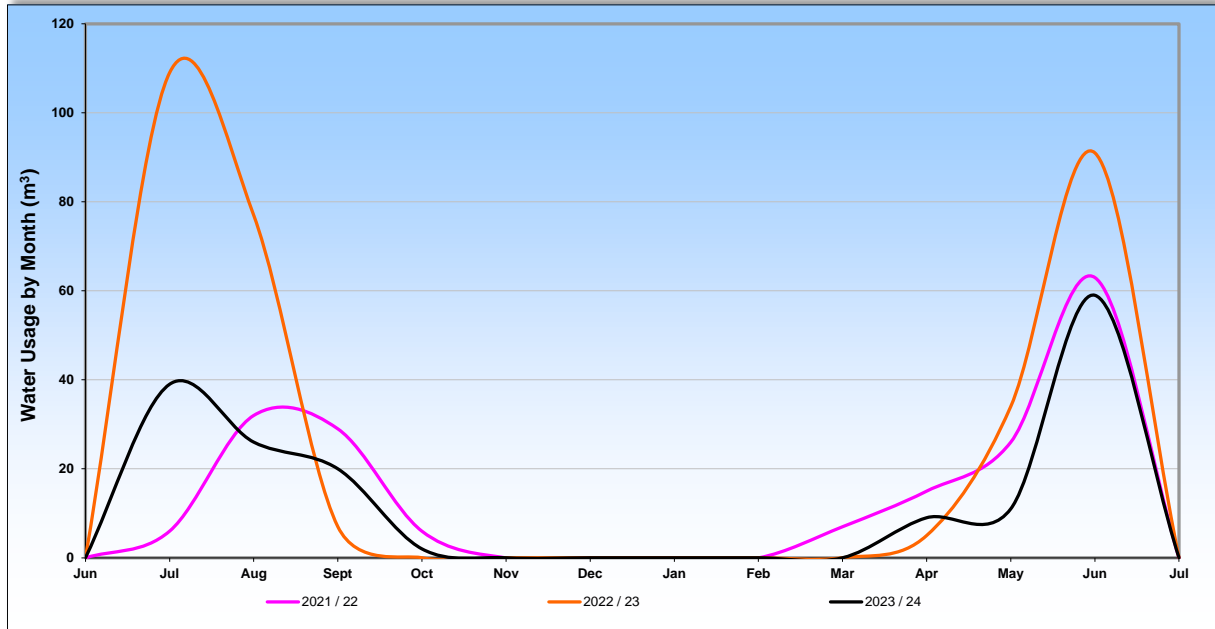
Water Costs Accrued	
Year	Cost
July 2015 - June 2016	£242.56
July 2016 - June 2017	£490.47
July 2017 - June 2018	£337.23
July 2018 - June 2019	£416.34
July 2019 - June 2020	£541.58
July 2020 - June 2021	£371.12
July 2021 - June 2022	£281.59
July 2022 - June 2023	£521.08
July 2023 - June 2024	£288.47
Total costs	£3,490.44

The water to the Site was turned off in late October and will be reconnected by March / April 2025.



2.7.1 Historical Trend Analysis of Water Usage and Payments

An analysis of water usage and cost over the last 3 years is shown below:



Year	M ³ (i)	Litres	Gallons	Paid
01.07.2021 to 30.06.2022	184	184,000	40,480	£281.59
01.07.2022 to 30.06.2023	323	323,000	71,060	£521.08
01.07.2023 to 30.06.2024	166	166,000	36,520	£288.47

Note: (i) A cubic metre (M³) is equivalent to 1,000 litres or 220 gallons

2.7.2 Tariff Increase Analysis

Like all customers, we are subjected to tariff changes from 1st April of each year. Details of the price changes since 2020 / 2021 are:

Tariff Period	Charge (£) Per M ³	Increase / Decrease	Increase / Decrease (%)
01.04.2020 to 31.03.2021	1.4362	-	-
01.04.2021 to 31.03.2022	1.4564	0.0202	1.41%
01.04.2022 to 31.03.2023	1.5873	0.1309	8.99%
01.04.2023 to 31.03.2024	1.6518	0.0645	4.06%
01.04.2024 to 31.03.2025	1.8324	0.1806	10.93%



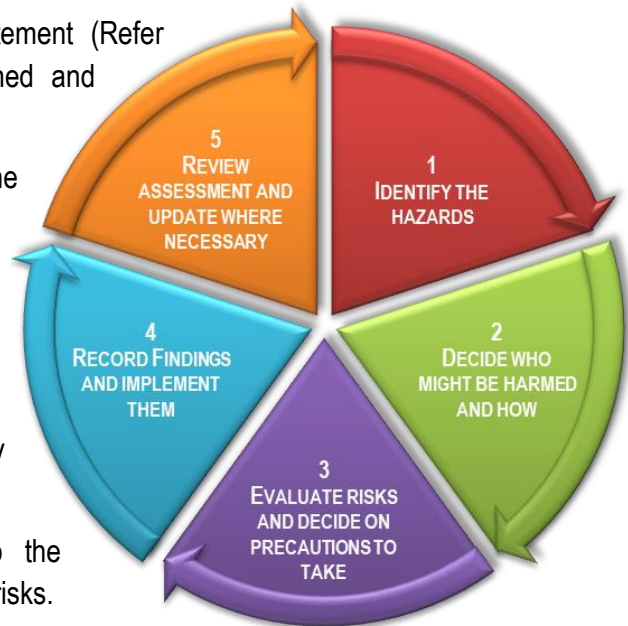
2.8 Health and Safety

The Association's Health & Safety Policy Statement (Refer Attachment 7) is displayed in the General Shed and included in the Members Handbook.

This year, the annual Risk Assessment of the Allotment Site was carried out during September by the Chair and Secretary (Refer Attachment 9).

The Committee's intent is not to eliminate risks, but to ensure that:

- Members and Visitors are properly informed and protected.
- Risk Management provides benefit to the Association with a focus on reducing real risks.
- Members and Visitors have a right to a safe environment, but also have responsibilities as well.



The Committee's approach recognises that sensible Risk Management is not about:

- Creating a sanitised Allotment Site.
- Generating useless paperwork.
- Scaring Members by exaggerating trivial risks.

We all have our part to play and I would like to remind Members that to comply with our Insurance Policy terms, our Lease conditions and to contribute to a safe, enjoyable Allotment Site for the benefit of all, we should:

✓ THINK "ALLOTMENT SAFETY" AND PLEASE:

**THINK!
Allotment Safety**

- Top canes on your plot.
- Be considerate / vigilant when lighting bonfires and do not to leave them unattended.
- Dispose of rubbish properly - not on the Site or over the Site's boundaries.
- Do not carry out any work on the communal areas unless instructed to do so by the Committee.
- Maintain paths at the required width and do not use the paths / boundaries to store items or gardening tools.
- Use chemicals, pesticides and insecticides in a safe and responsible manner and always follow the manufacturer's guidelines on their use and disposal.
- Store tools on plots / in the General Shed properly and safely.
- Ensure children and vulnerable adults are supervised at all times.



2.9 Bio-Diversity



During the year, our energies continued to be focussed on maintaining our Allotment Site as a key haven in the Town for the diverse wildlife that treat our Allotment Site as “home”. We endeavoured to approach the maintenance of our Site in an environmentally sensitive and creative manner, which not only benefits nature, but also provides a pleasant and peaceful setting for our Members.

Our Site is bordered by native hedges and trees, which together with the high cultivation and productivity of the plots, provides an abundance of food sources for the numerous species of birds, mammals and insects which are thriving in the wildlife friendly environment we have created and continue to maintain.

We have continued, throughout the year, to add traditional perennial plants, shrubs and bulbs to the bird, bee and butterfly corridor on the Western Boundary. However, we are now placing greater reliance on the self-seeding of the established perennials that we had planted in earlier years, for the area to become self-sustaining with less involvement / intervention by the Committee. From Spring to early Autumn, the bird, bee and butterfly corridor provides a spectacular and colourful display of the many different varieties of plants including Verbenas, Foxgloves, Daisies, Hollyhocks, Poppies, Californian Poppies, Annual Sunflowers, Perennial Sunflowers etc. Not only is the area colourful, it also provides a perfect location for butterflies and bees. During the year, a couple of mature trees became casualties of one of the winter storms and we utilised many of the branches from the clear up exercise to create a safe haven for small mammals to add to the hedgehog “hotel” we created earlier.

Again, we have noticed there has been a marked reduction in the number of sightings of ground loving birds, which we can only conclude is because of the increase in the number of foxes we see on our Site. There has also been a decline in the number of butterflies seen this year after many years of observing a healthy increase.

The various species seen by Members include:

- Members reported seeing many different species including Orange Tip, Small Tortoiseshell, Holly Blue, Brimstone, Marbled White, Meadow Brown, Red Admiral, Painted Lady, Comma, Large White, Small White and Gatekeeper.
- Many different birds continue to be seen on the Allotment including, Buzzards, Red Kite, Green and Great Spotted Woodpeckers, Jays, Cuckoos, Blackbirds, Song Thrush, Blue Tits, Robins, Sparrows, Magpies, Wrens and Chaffinches.
- Badgers and Foxes were sighted on the Site.
- Frogs and Slow Worms were seen.
- Dragonflies, Bees, Ladybirds and other pollinating insects were observed.

2.10 Planned Tasks

The Committee has started to look at tasks for the forthcoming year. Some have been carried over from the previous year and no doubt, they will be added to and changes made as we progress through 2025.



Whilst the Committee tries to anticipate and gauge the views of our Members in deciding on what tasks to complete, we are always grateful for any suggestions Members may have on ways to improve the Allotment Site / Association either from them personally or via the Suggestion Box.

Planned Tasks for 2025
<ul style="list-style-type: none"> ■ Continued engagement with SWFTC and schedule annual Site Visit. ■ Review all policies and processes for continued applicability. ■ Maintain regular email communication with Members. ■ Shed maintenance. ■ Plant sunflowers, poppies and other annuals on the communal area in front of the car park. ■ Ongoing maintenance and rewilding of the Bird, Bee and Butterfly Corridor. ■ Ongoing maintenance of Site e.g. grass mowing, hedge cutting etc. ■ Renew Insurance and RHS affiliation. ■ Risk Assessment. ■ Revaluation exercise of the Site Hut. ■ Plan and coordinate the annual group visit to RHS Hyde Hall. ■ Arrange servicing of Association's communal equipment as per manufacturer's guidelines. ■ Review shed security measures. ■ Vacant plots clearance and letting. ■ Arrange for the appropriate disposal of accumulated Site debris. ■ Continue to monitor for blight and advise Members when it is present on the Site. ■ Review drainage on Site and improve where necessary. ■ Monitor wildlife species present on Allotment Site and maintain bio-diversity report. ■ Support and encourage educational school visit(s).

2.11 Membership Renewals

The Committee will be distributing to Members invoice renewals via email during December. The preferred method of paying membership fees will continue to be by online payment. Any changes to the security code for the combination locks on the General Shed and Main Gate will be captured in the Renewal Welcome Letter, which will be sent out via email in February 2025.



3.0 FINANCIAL REPORT (Refer to Attachment 1, 2 and 3)

3.1 Income and Expense Statement for 2023 - 2024

3.1.1 Income (Guaranteed)

Net Income was £2,276.00, which was in line with expectation.

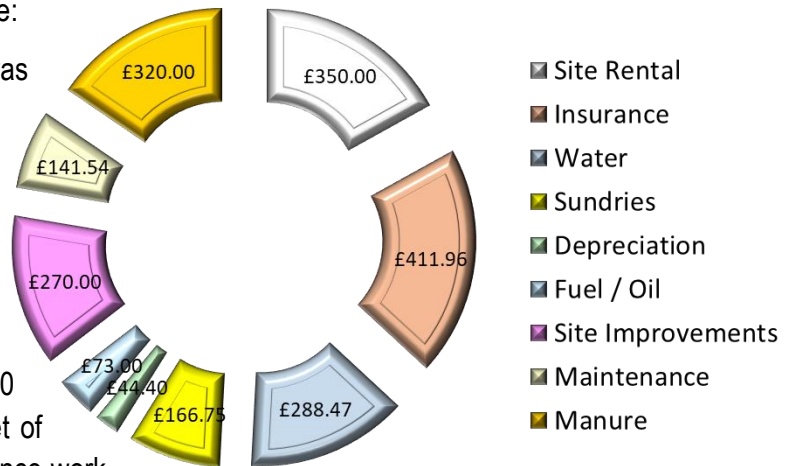
3.1.2 Expenses

Expenses incurred by the Association were £2,066.12, which was £1,147.22 or 36% less than the Association's Budget, which predicted Expenses of £3,213.34. The most significant individual Expense lines that varied to that expected were:

- Water of £288.47, which was £284.72 or 50% less than the Budget of £573.19 due to heavy and consistent rain during the spring and early summer periods.

- Site Improvements of £270.00, which was £280.00 or 51% less than the Budget of £550.00 as major site clearance work was less than expected and other initiatives were deferred to 2024 - 2025 season.

- Maintenance of £141.54, which was £458.46 or 76% less than budget of £600.00 as the Committee decided not to incur unnecessary servicing costs for the Association's machinery as the equipments will shortly be replaced.



Other Expense costs that differed to the Budget were within a reasonable tolerance value of + / - £50.00

3.1.3 Net Operating Income

Before "Other Income" e.g. Enrolment / Administration Fee, Seed Scheme, Donations etc., the Association had a Net Operating Income Surplus of £209.88, which was £1,147.22 better than the Budget that was predicting a Net Operating Income Deficit of (£937.34). This was purely due to Expenses incurred being considerably less than expected due to the reasons given above.

3.1.4 Other Income (Variable)

The Association managed to generate £148.80 of "Other Income". The amount generated was as predicted in the Budget.

3.1.5 Surplus / (Deficit)

The amount of "Net Operating Income" together with "Other Income" generated contributed to the Association having an unexpected Surplus of £358.68, which was a significant improvement compared to Budget that was predicting a deficit of (£788.54).



3.2 Cash and Bank Account

Taking into consideration, accumulative Depreciation on communal machines, Deposits that the Association holds in trust and Accruals for water used, the "Operating Cash Available" has increased from last year's balance of £6,122.49 to £6,496.17, which provides a healthy margin and contingency for any unexpected emergencies or expenses and provides the Association an opportunity to make further Site improvements where needed.

3.3 Fixed Assets

Fixed Assets reflect the fully depreciated value of the communal machines purchased. Depreciation of assets, excluding the Association's shed, is based on a 5 year life and an annual straight line depreciation method of 20%, as adopted at the 2006 AGM.

The Association's shed and contents are insured for £40,000.00.

The Committee plan a revaluation exercise of the Association's shed during 2025.

4.0 AUDITING OF ACCOUNTS

The Association's Accounts prepared by the Treasurer have been duly audited and certified by the Auditor as being a true statement of the Finances of the Association (Refer to Attachment 1).

Proposed: Dave Arundell
Seconded: Jimmy Dyos
Result: Passed Unanimously

5.0 BUDGET FOR ACCOUNTING PERIOD 2024 - 2025 (Refer to Attachment 4 and 5)

The Committee prepares a Budget for each financial year as a practical and prudent tool for Financial Forecasting and to aid the monitoring of the Association's actual Income and Expenses against expectation. The Treasurer provides at the Committee meeting, a Financial Status, which aids discussion about the Association's Financial Performance. This reporting mechanism is the basis for creating the Budget Performance and Variance Report (Refer to Attachment 3).

The Budget for the forthcoming Accounting year, forecasts that Income (Guaranteed) will be £2,276.00, which assumes that all the plots will be let and that the number of Associate Members will be the same as the previous year.

For Expenses, the Budget shows that they are expected to increase to £2,745.20 from last year's actuals of £2,066.12, an increase of £679.08 or 33%.

The significant increases / decreases in the 2024 - 2025 Budget compared to 2023 - 2024 Actuals (variance greater than + / - £50.00) include:

- Water cost to increase to £432.71 which assumes a 50% increase over last year's actual cost of £288.47 to align to a more usual usage pattern.
- Stationery / Printing cost to increase to £75.00 for planned minor purchases.



- Site Improvements cost to increase to £550.00 over last year's actual cost of £270.00, which primarily reflects the costs associated with debris clearance from the Site and deferred Site improvement costs.
- Maintenance cost to increase to £300.00 over last year's actual cost of £141.54, to cover any unexpected maintenance costs on communal machinery.

“Other Income”, the funds the Association can realistically generate has been predicted as £400.00, which solely relates to Enrolment / Admin Fee associated with reletting 8 plots which will become vacant in 2025.

It is predicted that there will be a Net Operating Income Deficit of (469.20) and with “Other Income” of £400.00, the Association expects an overall Deficit of (69.20).

As a result of the predicted Deficit, Operating Cash available will decrease by 1% to £6,441.97 which still continues to provide sufficient liquidity to rapidly respond to any unforeseen contingency, cost or invest in further Site initiatives etc.

Plot Rents will remain at their present rate of £50.00 and £25.00 for a Full and Half Plot respectively as the Committee has concluded that the budgeted deficit is fully containable and for which the Association has sufficient funds to absorb. The Committee though will continue to monitor and evaluate the Association's Finances to improve performance and reduce costs where possible. However, if the present inflationary pressures continue it may not be possible to contain / avoid cost increases, although we hope with careful budgeting and the diligence of the Committee, we can mitigate the worse effects of increasing prices.

6.0 ELECTION OF COMMITTEE

We had asked for nominations from any Plot Member interested in joining the Committee. There were no nominations or proposals received. The retiring Chair, Treasurer and Secretary have indicated their willingness to stand for another year.

Proposed: Keith Blackman

Seconded: Clive Alexander

Result: Passed Unanimously

7.0 APPOINTMENT OF AUDITOR

We had asked for nominations from any Member interested in becoming an Auditor for the Association. There were no nominations or proposals received. The Committee is pleased to advise that John Ticehurst has indicated his willingness to stand for another year.

Proposed: Clive Alexander

Seconded: Karen Avis

Result: Passed Unanimously



8.0 AWARDS

With a few exceptions, individual plots were maintained to a very high standard and it was very close with only a few points separating the Winners. The Winners for this year are as follows:

■	<i>Challenge Cup</i>	Best Full Plot	Jimmy Dyos	Plot 28
■	<i>Buckingham Trophy</i>	Full Plot Runner up	Rie Caton	Plot 35
■	<i>Powell Memorial Trophy</i>	Best Half Plot	Marilyn McGee	Plot 45
■	<i>Payne Memorial Cup</i>	Half Plot Runner up	Margaret Martin	Plot 43

The Committee would like to recognise and appreciate Members who have made special efforts in improving and cultivating their plots throughout the year. This year the Certificate of Merit has been awarded to:

- Robert Rossiter Plot 42

9.0 ANY OTHER BUSINESS

- A Member thanked the Committee for all their hard work during the year and Members present added their appreciation too. The Secretary advised that a number of Members who couldn't be present at the AGM had also communicated their "Thanks" to the Committee for all the work done on behalf of the Association.
- The Secretary asked Members, for safety reasons, to be mindful and keep clear when the communal grass and paths are being cut at the Site, given the size and weight of the lawn mower which is not easy to manoeuvre. Additionally, the Chair who volunteers for this task, wears both ear plugs and ear defenders, and this together with the noise of the machine, makes it difficult for him to hear Members.
- A Member enquired whether there would be further deliveries of manure to the Site. The Treasurer advised that two further deliveries of manure were planned, but subject to the availability of the Farmer.

10.0 CLOSE OF MEETING

The Committee thanked all for attending and wished the Members the very best for the forthcoming year.



WOODHAM ALLOTMENT ASSOCIATION
AGM 2024
ATTACHMENTS

Attachment 1 - Audited Accounts 2023 - 2024

Account Statement as at 30th September 2024

	2023 - 2024	2022 - 2023
Income (Guaranteed)		
Plot Rental	2,150.00	2,150.00
Associate Members	126.00	126.00
Net Income	2,276.00	2,276.00
Expenses		
Site Rental	350.00	332.00
Insurance	411.96	391.96
Water	288.47	521.08
Plant & Tools	0.00	0.00
Stationery / Printing	0.00	0.00
Sundries	166.75	149.11
Depreciation	44.40	104.20
Fuel / Oil	73.00	60.06
Site Improvements	270.00	42.00
Maintenance	141.54	174.99
Manure	320.00	420.00
Total Expenses	2,066.12	2,195.40
Net Operating Income	209.88	80.60
Other Income (Variable)		
Enrolment / Admin Fee	100.00	100.00
Seed Scheme	48.80	49.70
Donations	0.00	0.00
Other	0.00	0.00
Total Other Income	148.80	149.70
Surplus / (Deficit)	358.68	230.30

Bank / Cash Statement

	2023 - 2024	2022 - 2023
Summary Transactions		
Opening Balance (as per Audited Accounts)	8,769.09	8,404.59
Net Income	2,276.00	2,276.00
Other Income	148.80	149.70
Less Total Expenses (excl. Depreciation)	(2,021.72)	(2,091.20)
Sub Total	9,172.17	8,739.09
Deposits Received	30.00	30.00
Closing Bank / Cash Balance (i)	9,202.17	8,769.09
Less Deposits Held	(495.00)	(480.00)
Less Accumulative Depreciation	(2,211.00)	(2,166.60)
Operating Cash Available	6,496.17	6,122.49

Balance Sheet

	Value	Accumulative Depreciation	Net Asset Value	
			2023 - 2024	2022 - 2023
Fixed Assets				
Hut	10,000.00	0.00	10,000.00	10,000.00
Hedge Trimmer	395.00	395.00	0.00	0.00
Rotavator	800.00	800.00	0.00	0.00
Large Mower	495.00	495.00	0.00	0.00
Tiller	299.00	299.00	0.00	0.00
Small Mower	222.00	222.00	0.00	44.40
	12,211.00	2,211.00	10,000.00	10,044.40

Note

- (i) The closing Bank Balance is net of accumulated accruals for water used by the Association whilst ongoing discussions continue as to who should receive payment. The total accrual value for water used from 2015 to 2024 is £3,490.44

We certify the Accounts as a True Statement of the finances of Woodham Allotment Association

ORIGINAL SIGNED

John Ticehurst
 WAA Honorary Auditor

ORIGINAL SIGNED

John Coward
 WAA Honorary Treasurer



Attachment 2 – Comparative Income Statement Analysis

	Actuals 2023 - 2024	Actuals 2022 - 2023	Increase / (Decrease)	%
				Variation
Income (Guaranteed)				
Plot Rental	2,150.00	2,150.00	0.00	
Associate Members	126.00	126.00	0.00	
Net Income	2,276.00	2,276.00	0.00	0%
Expenses				
Site Rental	350.00	332.00	18.00	
Insurance	411.96	391.96	20.00	
Water	288.47	521.08	(232.61)	
Plant & Tools	0.00	0.00	0.00	
Stationery / Printing	0.00	0.00	0.00	
Sundries	166.75	149.11	17.64	
Depreciation	44.40	104.20	(59.80)	
Fuel / Oil	73.00	60.06	12.94	
Site Improvements	270.00	42.00	228.00	
Maintenance	141.54	174.99	(33.45)	
Manure	320.00	420.00	(100.00)	
Total Expenses	2,066.12	2,195.40	(129.28)	(6%)
Net Operating Income	209.88	80.60	129.28	160%
Other Income (Variable)				
Enrolment / Admin Fee	100.00	100.00	0.00	
Seed Scheme	48.80	49.70	(0.90)	
Donations	0.00	0.00	0.00	
Other	0.00	0.00	0.00	
Total Other Income	148.80	149.70	(0.90)	(1%)
Surplus / (Deficit)	358.68	230.30	128.38	56%

Bank / Cash Statement

	Actuals 2023 - 2024	Actuals 2022 - 2023	Increase / (Decrease)	
Summary Transactions				
Opening Balance (as per Audited Accounts)	8,769.09	8,404.59	364.50	
Net Income	2,276.00	2,276.00	0.00	
Other Income	148.80	149.70	(0.90)	
<u>Less</u> Total Expenses (excl. Depreciation)	(2,021.72)	(2,091.20)	69.48	
Sub Total	9,172.17	8,739.09	433.08	
Deposits Received	30.00	30.00	0.00	
Closing Bank / Cash Balance	9,202.17	8,769.09	433.08	5%
<u>Less</u> Deposits Held	(495.00)	(480.00)	(15.00)	
<u>Less</u> Accumulative Depreciation	(2,211.00)	(2,166.60)	(44.40)	
Operating Cash Available	6,496.17	6,122.49	373.68	6%



Attachment 3 – Budget Performance and Variance Report

	Actuals	Budget	Increase /	%
	2023 - 2024	2023 - 2024	(Decrease)	Variation
Income (Guaranteed)				
Plot Rental	2,150.00	2,150.00	0.00	
Associate Members	126.00	126.00	0.00	
Net Income	2,276.00	2,276.00	0.00	0%
Expenses				
Site Rental	350.00	350.00	0.00	
Insurance	411.96	450.75	(38.79)	
Water	288.47	573.19	(284.72)	
Plant & Tools	0.00	0.00	0.00	
Stationery / Printing	0.00	50.00	(50.00)	
Sundries	166.75	175.00	(8.25)	
Depreciation	44.40	44.40	0.00	
Fuel / Oil	73.00	100.00	(27.00)	
Site Improvements	270.00	550.00	(280.00)	
Maintenance	141.54	600.00	(458.46)	
Manure	320.00	320.00	0.00	
Total Expenses	2,066.12	3,213.34	(1,147.22)	(36%)
Net Operating Income	209.88	(937.34)	1,147.22	(122%)
Other Income (Variable)				
Enrolment / Admin Fee	100.00	100.00	0.00	
Seed Scheme	48.80	48.80	0.00	
Donations	0.00	0.00	0.00	
Other	0.00	0.00	0.00	
Total Other Income	148.80	148.80	0.00	0%
Surplus / (Deficit)	358.68	(788.54)	1,147.22	(145%)

Bank / Cash Statement

	Actuals	Budget	Increase /	
	2023 - 2024	2023 - 2024	(Decrease)	
Summary Transactions				
Opening Balance (as per Audited Accounts)	8,769.09	8,769.09	0.00	
Net Income	2,276.00	2,276.00	0.00	
Other Income	148.80	148.80	0.00	
<u>Less</u> Total Expenses (excl. Depreciation)	<u>(2,021.72)</u>	<u>(3,168.94)</u>	<u>1,147.22</u>	
Sub Total	9,172.17	8,024.95	1,147.22	
Deposits Received	30.00	20.00	10.00	
Closing Bank / Cash Balance	9,202.17	8,044.95	1,157.22	14%
<u>Less</u> Deposits Held	<u>(495.00)</u>	<u>(480.00)</u>	<u>(15.00)</u>	
<u>Less</u> Accumulative Depreciation	<u>(2,211.00)</u>	<u>(2,211.00)</u>	<u>0.00</u>	
Operating Cash Available	6,496.17	5,353.95	1,142.22	21%



Attachment 4 - Budget for Accounting Period 2024 - 2025

	Budget	Actuals	Increase /	%
	2024 - 2025	2023 - 2024	(Decrease)	Variation
Income (Guaranteed)				
Plot Rental	2,150.00	2,150.00	0.00	
Associate Members	126.00	126.00	0.00	
Net Income	2,276.00	2,276.00	0.00	0%
Expenses				
Site Rental	350.00	350.00	0.00	
Insurance	473.75	411.96	61.79	
Water	432.71	288.47	144.24	
Plant & Tools	0.00	0.00	0.00	
Stationery / Printing	75.00	0.00	75.00	
Sundries	183.44	166.75	16.69	
Depreciation	0.00	44.40	(44.40)	
Fuel / Oil	80.30	73.00	7.30	
Site Improvements	550.00	270.00	280.00	
Maintenance	300.00	141.54	158.46	
Manure	300.00	320.00	(20.00)	
Total Expenses	2,745.20	2,066.12	679.08	33%
Net Operating Income	(469.20)	209.88	(679.08)	
Other Income (Variable)				
Enrolment / Admin Fee	400.00	100.00	300.00	
Seed Scheme	0.00	48.80	(48.80)	
Donations	0.00	0.00	0.00	
Other	0.00	0.00	0.00	
Total Other Income	400.00	148.80	251.20	169%
Surplus / (Deficit)	(69.20)	358.68	(427.88)	(119%)

Bank / Cash Statement

	Budget	Actuals	Increase /	
	2023 - 2024	2022 - 2023	(Decrease)	
Summary Transactions				
Opening Balance (as per Audited Accounts)	9,202.17	8,769.09	433.08	
Net Income	2,276.00	2,276.00	0.00	
Other Income	400.00	148.80	251.20	
<u>Less</u> Total Expenses (excl. Depreciation)	(2,745.20)	(2,021.72)	(723.48)	
Sub Total	9,132.97	9,172.17	(39.20)	
Deposits Received	55.00	30.00	25.00	
Closing Bank / Cash Balance	9,187.97	9,202.17	(14.20)	(0%)
<u>Less</u> Deposits Held	(535.00)	(495.00)	(40.00)	
<u>Less</u> Accumulative Depreciation	(2,211.00)	(2,211.00)	0.00	
Operating Cash Available	6,441.97	6,496.17	(54.20)	(1%)



Attachment 5 - Notes on Budget 2024 - 2025

Category	Notes	Amount £
INCOME		
Plot Rental	Assume 36 Full plots @ £50.00 & 14 Half plots @ £25.00	2,150.00
Associate Members	Assume no change in Associate Members 42 @ £3.00	126.00
EXPENSE		
Site Rental	Lease Rent	350.00
Insurance	Assume an increase of 15% over last year's actual (£411.96 + £61.79)	473.75
Water	Assume an increase of 50% over last year's actual (£288.47 + £144.24)	432.71
Plant & Tools	No purchases planned for this year	0.00
Stationery / Printing	Minor purchases planned for this year	75.00
Sundries	Assume an increase of 10% over last year's actual (£166.75 + £16.68)	183.44
Depreciation	Association's machinery fully depreciated.	0.00
Fuel / Oil	Assume an increase of 10% over last year's actual (£73.00 + £7.30)	80.30
Site Improvement	Debris clearance and other site improvements / initiatives.	550.00
Maintenance	To reflect any unexpected maintenance costs on communal machinery	300.00
Manure	3 deliveries	300.00
OTHER INCOME		
Enrolment / Admin	8 plots becoming available to re-let	400.00
Seed Scheme	Zero commission as membership of Seed Scheme has now ceased	0.00
Donations	Nothing predicted for 2024 - 2025	0.00
Other	Nothing predicted for 2024 - 2025	0.00



Attachment 6 – Guidance for Plot Judging

The Judging takes place in Spring and Summer with the results being decided on the highest number of points being awarded during the year. Below is the format used, where 65% of the total points possible are awarded for Cultivation & Cropping, whilst the remainder is for Husbandry and Plot Maintenance.

There are four Trophies awarded at the AGM each year, namely:

- *Challenge Cup* - Best Full Plot
- *Buckingham Trophy* - Full Plot Runner up
- *Powell Memorial Trophy* - Best Half Plot
- *Payne Memorial Cup* - Half Plot Runner up

Certificates of Merit are awarded to recognise and appreciate Members who have made special efforts in improving and cultivating their plots throughout the year.

The points for all categories are scored each time when judging is performed in Spring and Summer and an average score over the year is used, thus giving 100 points as a potential maximum.

The allocation of marks is designed to encourage the plot holder to provide a source of fresh vegetables as well as fresh fruit in season along with herbs and flowers for diversity. The marks for compost bins relate to the number and usage for composting.

Where weeds are concerned, a difference is made between annual as opposed to perennial weeds, the thinking being to encourage good husbandry and not unduly penalise occasional neglect.

PS *The Committee of Management is excluded from the judging process or winning an award!!*

Woodham Allotment Association Plot Judging

Cultivation & Cropping (A)		Max Points
Seasonal Produce	4 points per type	40
Soft Fruit	1 point per type	5
Flowers	1 point per type	5
Herbs	1 point per type	5
Overall Appearance	Total	5
Quality of Crops	Total	5
Husbandry (B)		
Compost Bins	Number and Usage	5
Weeds	Freedom from weeds	5
Plot Number	Is displayed	5
Canes	Are topped	5
Plot Maintenance (C)		
Paths / Edges	Well maintained	5
Gullies / Ditches	Clean & free running	5
Structures (Bins & Boxes)	Well maintained	5
Max Total		100



Health and Safety Policy

The Woodham Allotment Association's safety and environmental policy and objectives are for the Committee to:

- Operate and maintain a formal Health and Safety Management System.
- Conduct the Association so as to ensure, so far as reasonably practicable, the Health and Safety of its Members, Visitors, Contractors, the people in the Community in which we are located and all others affected by the running of our Association.
- Provide and maintain, so far as is reasonably practicable, an environment and an Allotment Site that is safe and without risk to health and the provision of safe and correctly maintained equipment to the Members.
- Strive to maintain a "Zero Accident" performance through continuous risk assessment and improvement plans, objectives and targets.
- Demonstrate our commitment to environmental protection, pollution prevention and the proper disposal of gardening waste and ensure no weeds, rubbish or waste, litters the Allotment Site or adjoining / surrounding roads or paths
- Provide, where necessary, appropriate Health and Safety training, guidance and instruction to its Members to facilitate the safe methods of using the Association's communal equipment.
- Conduct periodic audits / reviews of the Health and Safety policy and application to ensure its adequacy and continuous effectiveness in respect of Allotment Site Health and Safety and Site Security
- Encourage active Member participation and communication on Health and Safety matters.
- The Committee will continue to take necessary steps to comply with any legislation, approved Codes of Practice and standards set by authorities for the management of an Allotment Site.

ORIGINAL SIGNED

CHAIR

ON BEHALF OF THE COMMITTEE OF MANAGEMENT



PRIVACY NOTICE

BACKGROUND

With effect from 25th May 2018, the General Data Protection Regulation (known as GDPR) replaced the existing Data Protection Act (DPA) 1988.

The GDPR is designed to protect the right of people to privacy in the internet age when information about them is being collected and processed. It governs and places greater obligations on how organisations handle personal data in any form (paper or electronic records) as well as expanding the rights of individuals to control how their personal data is collected and processed.

The GDPR requires all parties who process personal data to register with the Information Commissioner. However, as our Association is a non-profit organisation and we only process information which is relevant to managing our Allotment Site, we do not need to register with the Commissioner. But we still need to meet the legal requirements of GDPR and continue to comply with applicable data protection laws.

This Privacy Notice is being issued for you to understand what information we hold about you, why we hold it and what we do with it. If we ask you to provide information from which you can be identified, it will be used in accordance with this Privacy Notice. Any questions regarding this Notice should be sent to our email address woodhamallotment@btinternet.com.

WHO ARE WE?

Woodham Allotment Association is a self-managed, non-profit organisation, established in July 2002 to administer and manage for the benefit of its Members, who are residents in the town of South Woodham Ferrers, an Allotment Site which is leased from the South Woodham Ferrers Town Council (SWFTC).

WHAT PERSONAL DATA DO WE COLLECT AND PROCESS ABOUT YOU?

We collect limited amount of information about members that is solely necessary for the administration of the Association. The personal data we hold is:

- Contact details such as title, name, residential address, email address, landline / mobile phone numbers, signature (at the time of joining or at the AGM), details of membership fees paid, any donations made to the Association and
- Data such as records of plot letting, trophies awarded, plot judging, plot evaluation results, correspondence and any other information necessary for the management of the Association.

We do not hold any 'sensitive' personal data such as medical, ethnicity, financial information, political or religious beliefs etc.

HOW DO WE COLLECT AND HOLD YOUR PERSONAL DATA?

Members provide personal data to us directly, whether verbally (in person or by phone) or in writing (by letter, text or email) in relation to their membership of the Association.

When we have a vacant plot to re-let, we receive personal data from the SWFTC in relation to residents who are on the Council's Waiting List for allotments. The legal basis by which the Association collects and holds your personal data is 'legitimate interests' as the data is used only for the administration of the Association.



The Committee of Management is the Data Controller and Data Processor and access to members' personal data by members of the Committee of Management is restricted on a need-to-know basis only to discharge their duty.

HOW DO WE USE YOUR PERSONAL DATA?

We use your personal data to:

- Manage and administer your membership of the Association.
- Provide you with information on the Association's activities.
- Notify you of events that the Association is organising.
- Administer the Association's seed scheme.
- Govern the plot evaluation process.
- Facilitate plot judging.
- Enable compliance with statutory and legal obligations.
- Respond to any complaint / issues that arise.
- Contact you in an emergency.
- Answer general enquiries that you may make.
- Maintain the history of the Allotment Association.

HOW LONG DO WE KEEP YOUR PERSONAL DATA?

We keep your personal data during the period you are a member of the Association and for as long as is necessary for the relevant activities of the Association.

WHO DO WE SHARE YOUR PERSONAL DATA WITH?

We do not share or disclose your personal data to any third party unless required to do so by law or in compliance with a legal obligation.

HOW CAN YOU ACCESS AND UPDATE YOUR PERSONAL DATA?

You have the right to ask for details of your personal data held by the Association.

The accuracy of your personal data is important to us. If you change your contact details or if any of the information we hold is inaccurate or out of date, please contact us by email.

To ensure your personal data is relevant and up to date, the Association will, at the time of membership renewal each year, provide details of the personal data we hold and ask you to verify and inform us of any corrections.

Should you wish to have some or all of your personal data securely erased, you should contact us by email and we will endeavour to do so, although there may be instances where legitimate interests or the performance of our statutory obligations will prevent us from doing so. The erasure of your personal data could result in an inability to provide you with some or all of our services.

WHAT SECURITY PRECAUTIONS ARE IN PLACE TO PROTECT YOUR PERSONAL DATA?

When you give us your personal data, we take steps to ensure that it is treated securely and adopt appropriate security measures to prevent unauthorized access, accidental loss, destruction, manipulation or unauthorised disclosure.

All electronic records are kept securely restricted on computers (using antivirus and firewall programs), paper records are filed safely and all records are securely destroyed when no longer required.



Attachment 9 - WAA Risk Assessment 2024 - 2025

ORGANISATION: WOODHAM ALLOTMENT ASSOCIATION

DATE OF RISK ASSESSMENT: 22ND SEPTEMBER 2024

WHAT ARE THE HAZARDS?	WHO MIGHT BE HARMED AND HOW?	WHAT ARE YOU ALREADY DOING?	WHAT FURTHER ACTION IS NECESSARY?	ACTION BY WHOM?	ACTION WHEN?	DONE
Flammable Liquids are stored in Secure Shed	Members could be burnt if flammable vapour is ignited accidentally. Members could suffer irritation to the eyes, nose and throat or dizziness / unconsciousness from vapour.	<ul style="list-style-type: none"> ■ Fuel containers kept in a Secure Shed that has restricted access and are suitably labelled. ■ Containers are verified that they are appropriate for the storage of fuel. ■ "Fire Rated" fire extinguisher kept in shed and label updated to reflect that an inspection was carried out. ■ "Flammable Liquid" Warning Signs present and inspected for wear & tear. ■ British Standard extinguisher sign present and checked for wear & tear. ■ Adhoc inspections of the Secure Shed are carried out by the Chairman and Secretary to ensure compliance of the Risk Assessment requirements. 	<ul style="list-style-type: none"> ■ None. 			
Machinery - Communal (Lawn Mower & Rotavator) / Restricted (Hedge Trimmer)	Members / Nominated Personnel could suffer injury when using Communal / Restricted machinery incorrectly or be burnt if petrol vapour is ignited accidentally.	<ul style="list-style-type: none"> ■ "Fire Rated" fire extinguisher in General / Secure Shed and label updated to reflect that an inspection was carried out. ■ "Flammable Liquid" Warning Signs present and inspected for wear & tear. ■ For new Members, the requirement to seek guidance from the Committee before using the Lawn Mower or Rotavator and to use safety equipment is captured in the "Welcome Pack". ■ Regular inventory of safety equipment is carried out by the Chairman and Secretary to ensure ear defenders, gloves and safety specs are always 	<ul style="list-style-type: none"> ■ None. 			



WHAT ARE THE HAZARDS?	WHO MIGHT BE HARMED AND HOW?	WHAT ARE YOU ALREADY DOING?	WHAT FURTHER ACTION IS NECESSARY?	ACTION BY WHOM?	ACTION WHEN?	DONE
		<p>available for Members' use.</p> <ul style="list-style-type: none"> ■ Machinery is serviced by an authorised dealer and label updated to show when maintenance was carried out, the next service date and the Committee Member to report faults to. ■ The adding of petrol to communal / restricted machines is limited to Committee / authorised Members only. ■ Adhoc inspections of the General / Secure Shed where machinery is stored are carried out by the Chairman and Secretary to ensure compliance of the Risk Assessment requirements. ■ Restricted machinery is kept locked in a Secure Shed that has limited access. ■ Nominated Members who operate the Hedge Trimmer have received training. ■ Safety Notice restricting the use of the Hedge Trimmer present and inspected for wear & tear. 				
Containers stored in the General Shed	Members could suffer injury if they are unaware of Container contents.	<ul style="list-style-type: none"> ■ Containers periodically checked by the Committee to ensure they are appropriately marked and are secure. ■ Non-compliant containers are removed from the shed and destroyed. 	<ul style="list-style-type: none"> ■ General tidy of stored Tools / Equipment and disposal of old magazines and containers identified and completed. 	Secretary / Chairman	22/09/2024	Closed
Public access to Allotment Site	Members of the public could suffer various injuries if they wander around the Site / into the shed	<ul style="list-style-type: none"> ■ Signs stating that no public access at both entrances to the Site present and inspected for wear & tear. ■ Both the General and Secure Sheds kept secure with high security 	<ul style="list-style-type: none"> ■ None. 			



WHAT ARE THE HAZARDS?	WHO MIGHT BE HARMED AND HOW?	WHAT ARE YOU ALREADY DOING?	WHAT FURTHER ACTION IS NECESSARY?	ACTION BY WHOM?	ACTION WHEN?	DONE
		combination / key operated locks. <ul style="list-style-type: none"> ■ Main Gate is kept secure with high security chain and combination lock. 				
Fire General	Members could be trapped and burnt if a fire occurred in the General / Secure Shed.	<ul style="list-style-type: none"> ■ Smoking prohibited in both the General and Secure shed and "No Smoking" signs present and inspected for wear and tear. ■ "Flammable Liquid" Warning Signs present and inspected for wear & tear. ■ British Standard extinguisher sign present and inspected for wear & tear. ■ "Fire Rated" fire extinguisher in General / Secure Shed and label updated to reflect that an inspection was carried out. ■ Special fire exits not needed as all work areas have immediate access to outside. 	<ul style="list-style-type: none"> ■ None. 			
Petrol Fires	Members could suffer severe or fatal burns if petrol vapour is ignited.	<ul style="list-style-type: none"> ■ Fuel containers are stored in the Secure Shed that has restricted access and are appropriately labelled. ■ The adding of petrol to communal machines is limited to Committee / authorised Members only. ■ Machines are fuelled outside to ensure complete ventilation. ■ Spillages are cleared immediately. ■ "Fire Rated" fire extinguisher in General / Secure shed and label updated to reflect that equipment inspection was carried out. 	<ul style="list-style-type: none"> ■ None. 			



WHAT ARE THE HAZARDS?	WHO MIGHT BE HARMED AND HOW?	WHAT ARE YOU ALREADY DOING?	WHAT FURTHER ACTION IS NECESSARY?	ACTION BY WHOM?	ACTION WHEN?	DONE
		<ul style="list-style-type: none"> ■ Fuelling funnels are provided. 				
Bonfires	Member could suffer burns from flames of an out of control fire.	<ul style="list-style-type: none"> ■ The need to be considerate when lighting a bonfire is captured in the Members Handbook. ■ For new and existing Members, the need to be "Safety Aware" when lighting bonfires is captured in the Welcome Pack and in the Annual Report. ■ Committee checks that bonfires are not left unattended. ■ Committee periodically advises Members to be "Safety Aware" when lighting bonfires. 	<ul style="list-style-type: none"> ■ None. 			
Slips, Trips and Cuts	Members and visitors could suffer a strain / sprain or even a fracture through slipping on spillages or path edges. Members could suffer cuts whilst working on their plot.	<ul style="list-style-type: none"> ■ Paths are maintained with good edges and grass is regularly mowed. ■ For new and existing Members, the need to maintain paths at the required width is captured in the Welcome Pack and in the Annual Report". ■ The need to maintain path width / edges is stipulated in the Members Handbook. ■ Sheds are periodically inspected by the Committee for any spills. ■ Sheds "House-keeping" periodically carried out by the Committee. ■ Entrances / Exits to Site / Shed maintained. ■ First Aid Kit and Accident Book visibly located in the General Shed and 	<ul style="list-style-type: none"> ■ Some paths are eroding and are becoming close to or less than, the required width. Some remedial work completed by the Chair during 2024. Inspections will continue in 2025 and where required, reinstatement work will be carried out. 	Committee	On-going	Open



WHAT ARE THE HAZARDS?	WHO MIGHT BE HARMED AND HOW?	WHAT ARE YOU ALREADY DOING?	WHAT FURTHER ACTION IS NECESSARY?	ACTION BY WHOM?	ACTION WHEN?	DONE
		regular inventory of contents is carried out by the Chairman and Secretary.				
Water Tanks	Members or Member's children could fall into Water Tank and could be at risk of drowning	<ul style="list-style-type: none"> ■ Permanent Warning Signs fixed to all Water Tanks / butts & inspected for wear and tear. ■ For new and existing Members, the potential hazard & risk to vulnerable adults and children is captured in the Welcome Pack and in the Annual Report. 	<ul style="list-style-type: none"> ■ None. 			
Water Butts	Members could suffer bites from insects breeding in the water. Stagnant water could pose an infection risk to Members. Height of water butts makes it difficult for all members to easily access the water.	<ul style="list-style-type: none"> ■ The water feeder pipes to the water butts have been removed. ■ The water butts have been emptied and decommissioned. 	<ul style="list-style-type: none"> ■ Disposal of water butts from the Site - deferred from 2022. 	Committee	During 2025	Open
Canes	Members could be impaled / blinded if they slipped or fell onto an un-protected cane.	<ul style="list-style-type: none"> ■ For new and existing Members, the need to "Top" Canes is captured in the Welcome Pack and in the Annual Report". ■ Committee periodically advises Members to be "Safety Aware" about the need to "Top" canes. ■ The Evaluation process includes a check of plots. Where canes pose a hazard, the Committee tops the cane and advises the Member. 	<ul style="list-style-type: none"> ■ None. 			



WHAT ARE THE HAZARDS?	WHO MIGHT BE HARMED AND HOW?	WHAT ARE YOU ALREADY DOING?	WHAT FURTHER ACTION IS NECESSARY?	ACTION BY WHOM?	ACTION WHEN?	DONE
Rubbish	Members could suffer cuts and injuries due to the potential hazard posed by rubbish on the Site.	<ul style="list-style-type: none"> ■ Committee Members periodically inspect the Site to ensure rubbish is not dumped. ■ For new and existing Members, the need to dispose of rubbish properly is captured in the Welcome Pack and in the Annual Report. ■ Committee periodically advises Members to be "Safety Aware" about the need to properly dispose of rubbish. 	<ul style="list-style-type: none"> ■ None. 			
Drainage Ditch	Members could suffer an injury if they slipped in a drainage ditch	<ul style="list-style-type: none"> ■ Drainage ditch on the eastern boundary back filled with stone and levelled with path. ■ Chairman / Secretary periodically inspect the condition of the drainage ditch and make good where required. 	<ul style="list-style-type: none"> ■ None. 			
Tools	Members could cut or harm themselves on tools that are not properly stored.	<ul style="list-style-type: none"> ■ The Association's equipment is properly stored in the sheds. ■ Members either remove tools from the Allotment Site or alternatively keep them in a tool box located on their plot or in the General Shed. ■ For new and existing Members, the information not to use paths / boundaries to store items of equipment and to store tools on plots / in the shed properly and safely is captured in the Welcome Pack and in the Annual Report". ■ Committee periodically advises 	<ul style="list-style-type: none"> ■ None. 			



WHAT ARE THE HAZARDS?	WHO MIGHT BE HARMED AND HOW?	WHAT ARE YOU ALREADY DOING?	WHAT FURTHER ACTION IS NECESSARY?	ACTION BY WHOM?	ACTION WHEN?	DONE
		Members to be "Safety Aware" about the need to properly store tools. <ul style="list-style-type: none"> Committee Members routinely inspect the Site / Shed for any hazard posed by tools not properly stored. 				
Control of Substances Hazardous to Health (COSHH)	Members could be harmed by fumes, vapours or liquid spillage on skin if hazardous chemicals are not properly stored, identified or controlled.	<ul style="list-style-type: none"> As part of this Risk Assessment, a review of the existence of hazardous substances was carried out. Fuel is stored in a restricted area (see above Section – "Flammable Liquids are stored in Secure Shed"). For new and existing Members, the need to be "Safety Aware" and use chemicals, pesticides and insecticides in a safe and responsible manner and to always follow the manufactures guidelines on their use and disposal is captured in the Welcome Pack and in the Annual Report. 	<ul style="list-style-type: none"> Continue to monitor the storage of any substances in the General / Secure Sheds and on the Site that may be classified as "Hazardous". 	Committee	On-going	On-going

ASSESSMENT REVIEW DATE:

22nd September 2024

SIGNED ON BEHALF OF THE COMMITTEE BY THE CHAIR - WOODHAM ALLOTMENT ASSOCIATION 22ND SEPTEMBER 2024

