



**Minutes of a Meeting of Woodcote Parish Council
as sole trustee for the Woodcote Allotment Charity
(charity no. 1061864)**

Wednesday 19th February 2025 at 19:30, The Function Room, Woodcote Village Hall

Public Session (Prior to the Start of the Meeting)

None.

Members Present:

Chair	Cllr K Davies (KD)
Vice-Chair	Cllr K Byrne (KB)
Members	Cllr S Pritchard (SP)
	Cllr T Over (TO)
	Cllr R Peirce (RP)
	Cllr D Ellis (DE)

Officers Present

Clerk	Mrs L White (LW)
Assistant Clerk	Mrs P Tshering (PT)

Public and Press Atleast 10

Meeting Started: 19:30

2025.02.1. To receive apologies for absence.

Apologies were received in advance of the meeting from Cllrs Booker and Sloper. Cllr Ellis was also absent.

2025.02.2. To receive declarations of interest for items on this agenda

None.

2025.02.3. To approve the minutes of previous meetings

2025.02.3.1. Meeting held on 10th January 2024

It was agreed the minutes were an accurate record of the meeting and they were duly signed

2025.02.4. Finance

Appendix A

2025.02.4.1. To note the financial records for the previous financial year have been lodged with the Charity Commission

It was noted the 2023-2024 Financial records have been submitted to the Charity Commission.

Plot Income	£372.26
Investment Income	£1,697.55
Bank Interest	£73.04
Total Income	£2,142.85
Water	£1,032.09
Finance Software	£140.09
Skips	£936.00
Total Payments	£2,108.18
Bank Closing Balance	£50,073.04

NOTE: Clerk's time was not billed in 2023-2024, this is nominally £850 per year.

2025.02.4.2. To note that without the investments, the Charity's income no longer covers the yearly running costs, and to consider whether to review the investment strategy.

It was noted that without the investments, the running costs of the allotments is no longer covered by the dividends received.

The issue of whether to reinvest the surplus monies in a low risk investment fund was discussed.

[ACTION] Lower risk, higher interest deposit account to be considered first. It was also discussed that the capital cost of installing a bore hole, would offset the current £1200 per year water costs, with an estimated payback period of 10 years.

2025.02.4.3. To approve updated bank mandate for the Charity's bank accounts.

Resolved: Approved Unanimously to update the bank mandate as below:

- Clerk & Assistant Clerk to have online Banking Access, be Key Contact, Ability to Set-up Payments etc on all accounts.
- All Current Councillors to have signatory authority, including internet banking access, and 2 councillor authorisation for payments.
- To remove access for all former members of staff, and former councillors.

2025.02.4.4. To consider whether to provide skips for the disposal of waste, and if so, when.

The merits of providing skips and reasons for not providing skips were discussed. Including the annual cost of £800 per year (excluding VAT).

Resolved: Approved Unanimously to not provide routine skips. To arrange adhoc skips or tonne bags only if needed. Highlighting:

- Any trays, pots, other plastic etc should be taken home for recycling
- Any compostable materials should be composted on site
- The current use of skips, is resulting in the levels of some allotments reducing in height as so much of the topsoil is being transferred to the skips on the roots of the waste disposed.
- All other materials the allotmenters bring to the site should be taken away again by the allotmenters.

[ACTION] To investigate a communal compost area.

2025.02.4.5. To review and approve the allotment fees for 1st April 2025 - 31st March 2026.

The current rate is £0.29 per square meter.

Resolved: Approved Unanimously to set the rate at £0.33 per square meter, and reconsider next year.

2025.02.5. To consider a full review of the Allotment Tenancy Agreement ~~Appendix B~~

[ACTION] Review the agreement, Working Group. Assistant Clerk, KB, any current allotment holder, to be held in the day, first week in March.

2025.02.6. To consider whether to create an Allotment Management Committee and appoint members and approve Terms of Reference

To defer, reconsider in a year, keep with the informal arrangement of the former committee members, with circular communications coming from the Parish Council

2025.02.7. Matters for future discussion

To hold a

2025.02.8. Confirm the date and time of the next Meeting – as required to meet the needs of the Charity

Next month, subject to finding a suitable time.

Chair closed the meeting 20:34