

Growing Success
Woodham
Allotment Association

MINUTES
and
YEAR-END
REPORT

20TH NOVEMBER 2025



CONTENTS

	PRESENT
	APOLOGIES
	AGM MINUTES AND YEAR-END REPORT 2024
	MATTERS ARISING
1.0	CHAIR'S REPORT
2.0	SECRETARY'S REPORT
2.1	Opening Remarks
2.2	Membership Status
2.3	Plot Judging
2.4	Completed Tasks
2.5	Plot Evaluation
2.5.1	Cautionary / Warning / Forfeiture Letters Issued
2.6	Committee Meetings
2.7	Water Usage
2.7.1	Historical Trend Analysis of Water Usage and Payments
2.7.2	Tariff Increase Analysis
2.8	Health and Safety
2.9	Biodiversity
2.10	Planned Tasks
2.11	Membership Renewals
3.0	FINANCIAL REPORT
3.1	Income and Expense Statement for 2024 - 2025
3.1.1	Income (Guaranteed)
3.1.2	Expenses
3.1.3	Net Operating Income
3.1.4	Other Income (Variable)
3.1.5	Surplus / (Deficit)
3.2	Cash and Bank Account
3.3	Fixed Assets
4.0	AUDITING OF ACCOUNTS
5.0	BUDGET FOR ACCOUNTING PERIOD 2025 - 2026
6.0	ELECTION OF COMMITTEE
7.0	APPOINTMENT OF AUDITOR
8.0	AWARDS
9.0	ANY OTHER BUSINESS
10.0	CLOSE OF MEETING
	ATTACHMENTS
Attachment 1	Audited Accounts 2024 - 2025
Attachment 2	Comparative Income Statement Analysis
Attachment 3	Budget Performance and Variance Report
Attachment 4	Budget for Accounting Period 2025 - 2026
Attachment 5	Notes on Budget 2025 - 2026
Attachment 6	Guidance for Plot Judging
Attachment 7	Health and Safety Policy
Attachment 8	WAA Privacy Notice
Attachment 9	WAA Risk Assessment 2025 - 2026



WOODHAM ALLOTMENT ASSOCIATION
AGM 2025
THURSDAY 20TH NOVEMBER

PRESENT:

Committee of Management:

Treasurer John Coward	Secretary Nishat Payne
---------------------------------	----------------------------------

Members:

Keith Blackman
Jimmy Dyos
Marilyn McGee
David Tipping

APOLOGIES:

Committee of Management:

Chair Vince Payne	Committee Member Karen Avis
-----------------------------	---------------------------------------

Members:

Peter Bailes	Jan Green	Margaret Martin	Christine Weir-Ewing
Sue Bailes	Cathy Hall	Zoe Nuth	Tony Weaver
Peter Denham	Corrine Kay	Jenny O'Connor	Vivien Williams
Chris Ellis	Mike Kay	Ray Russell	
Maureen Ellis	Lesley Linehan	John Ticehurst	

AGM MINUTES AND YEAR-END REPORT 2024

The 2024 Report was agreed by Members present. A copy, duly signed by the Association's Chair, Vince Payne, will be kept for Association records.

Proposed: Keith Blackman
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 2025 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 and John Ticehurst for auditing the Association's Financial Records.

As earlier advised, John Coward has decided not to stand for re-election as Treasurer, although he will continue as a Committee Member. I would like to take this opportunity to extend special thanks for his commitment in managing the Association's Finances since October 2014. The structured and meticulous way he provided financial data and methodically maintained the Bank records has had a positive impact on the Association's functioning and finances.

Unfortunately, no nominations were received for the Treasurer's role, therefore in the interim; the Chair with John Coward's assistance will temporarily fill this position, although going forward this is neither ideal nor sustainable.

John Coward has kindly agreed to familiarise the new Treasurer with the various tasks as well as other Members of the Committee of Management have offered their help, as required. Any Plot Member who is interested in volunteering for this important and worthwhile role and would like further information, please contact the Secretary.

Allotment Member Lorraine Blackman, wife of fellow Member Keith Blackman sadly passed away this year and on behalf of all her fellow Members, the Association made a donation in her memory to the family's nominated charity "Cancer Research UK".

Whilst we are fortunate in having a relatively secure Site, we were the victim of a concerted and determined break-in to both sections of the Allotment Shed. The thieves used circular saws to cut the hasps to gain entry into the Secure shed and blunt force to enter the General shed. Whilst the outer doors were breached, given the multi-layered security measures deployed by the Association, no equipment was stolen. Whilst nothing was stolen, the attempted theft of communal equipment caused considerable damage and resulted in significant costs being incurred to replace the damaged high security locks, hasps etc. The incident was reported to the Essex Police, which helps them refine their patrols around the Site and surrounding areas.

During September, the Committee selected Thompson & Morgan, a well-known and respected horticultural provider for the Association's new Seed Scheme. We hope that Members will enjoy selecting items from the vast range of seeds / non seed items available and the very generous discounted prices.

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 2024 - 2025 we had a record number of plots becoming vacant, for a variety of reasons with 22 Members (10 Plot and 12 Associate) joining and 29 Members (12 Plot and 17 Associate) leaving the Association. Our membership as at 30th September 2025 was 84 Members, the breakup being 47 Plot and 37 Associate Members.

The summary of the membership changes since the last AGM:

Oct 2024 - Sep 2025		Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Changes
Opening number of Members		91	91	91	66	67	67	79	85	88	88	85	84	-
Joined	Plot Members						6	3	1					10
	Associate Members				1		6	3	2					12
Left	Plot Members			-11							-1			-12
	Associate Members			-14							-2	-1		-17
Closing number of Members		91	91	66	67	67	79	85	88	88	85	84	84	-

Membership Category	Members as at 30 Sept	
	2024	2025
Plot Members	50	47
Associate Members	41	37
Total number of Members	91	84

2.3 Plot Judging

I would like to thank Committee Member Karen Avis for managing the Association's Plot Judging during the 2024 - 2025 season.

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 on a regular basis during Spring, Summer and Autumn. ■ Hedges / trees on the Site's boundary being gratefully maintained by Town Council's contractor. ■ Shed doors painted with several coats of stain and wood preservative. ■ Work continued clearing weeds and establishing additional perennial plants to further improve and enhance the "rewilding" of the Bird, Bee and Butterfly Corridor on the Western boundary. However, with less involvement / intervention by the Committee 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 regrettably the annual Site Visit had to be cancelled this year due to a severe storm on the day the meeting was scheduled. ■ 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. ■ New Seed Scheme introduced.
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. ■ Repairs and high security locks replaced following attempted theft of communal equipment.
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 7 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 7 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 2025					
Year	Month	Qtr.	Cautionary	Warning	Forfeiture
2025	Jan – Mar	Q1	2	-	-
	Apr – Jun	Q2	5	2	-
	Jul – Sept	Q3	1	-	-
Total			8	2	-

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, email and at the Site, 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 2024 to June 2025 was £474.48, which was 10% more than our budget forecast of £432.71. The more than predicted water usage was solely due to record breaking dry and hot weather during the spring and early summer periods, which meant more water was being used by 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.

The water costs of £3,964.92 (details below) have been fully accrued in the Accounts of the Association.

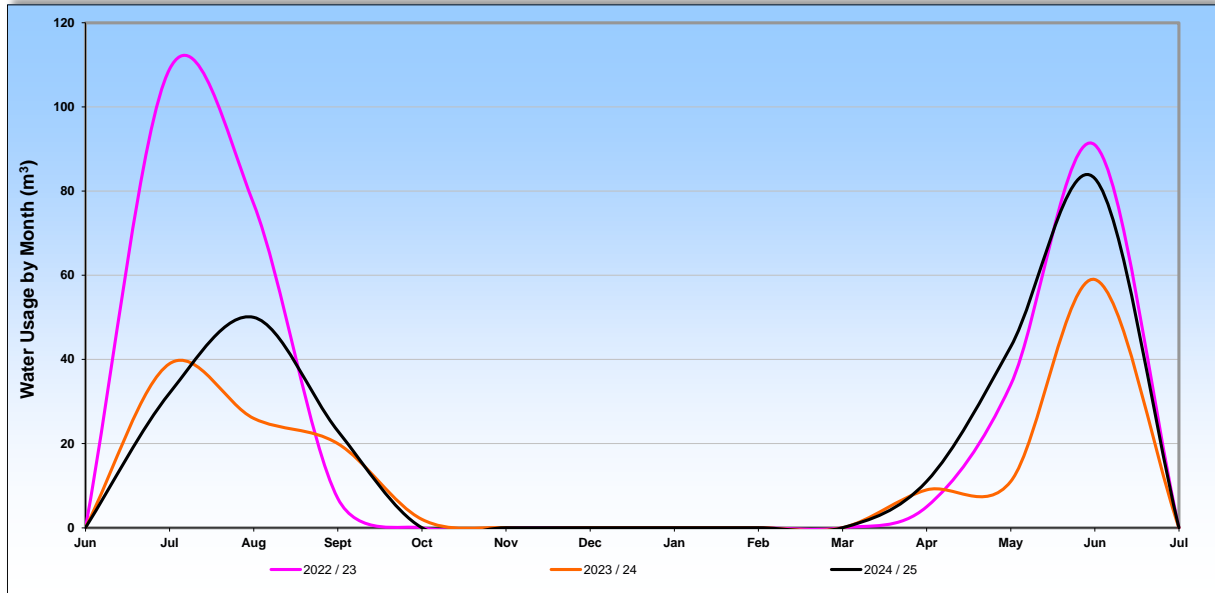
Water Costs Accrued	
Year	Cost
July 2015 - June 2016	£242.56
July 2016 - June 2017	£490.47
July 2017 - June 2018	£337.23
July 2018 - June 2019	£416.34
July 2019 - June 2020	£541.58
July 2020 - June 2021	£371.12
July 2021 - June 2022	£281.59
July 2022 - June 2023	£521.08
July 2023 - June 2024	£288.47
July 2024 - June 2025	£474.48
Total costs	£3,964.92

The water to the Site was turned off in mid-November and will be reconnected by March / April 2026.



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
01.07.2022 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
01.07.2024 to 30.06.2025	242	242,000	53,240	£474.48

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. For the last 2 years, there have been significant price increases to the water tariff of 10.93% and 12.37% respectively. Details of the price changes over the last 5 years are:

Tariff Period	Charge (£) Per M ³	Increase / Decrease	Increase / Decrease (%)
01.04.2021 to 31.03.2022	1.4564	-	-
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%
01.04.2025 to 31.03.2026	2.0590	0.2266	12.37%



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 always supervised



2.9 Biodiversity



During the year, work continued on the Western boundary clearing weeds and establishing additional traditional perennial plants, shrubs and bulbs to further improve and enhance the “rewilding” of the Bird, Bee and Butterfly Corridor. In addition, the Committee have started a project of creating a Sedum Hedge along the Western boundary. This year also there was less involvement and intervention by the Committee to encourage the area to become more self-sustaining. The Committee approaches the maintenance of our Site in an environmentally sensitive and creative manner with an aim of creating a wildlife haven and a tranquil, safe and varied environment for our Members.

The bird, bee and butterfly corridor continues to provide throughout the year, a beautiful and vivid display of Verbenas, Foxgloves, Daisies, Hollyhocks, Poppies, Californian Poppies, Annual Sunflowers, Perennial Sunflowers etc., which provides a perfect habitat for birds, butterflies and bees. The Committee have also enhanced this safe haven for small mammals and improved the Hedgehog “hotel” that was created earlier, by adding dried Verbenas stems.

This year again, we 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 seen on the Site. However, we are pleased to report there has been a significant increase in the number of butterflies seen on the Site this year compared to last year, including couple of rare sightings of Wall Brown which has been prioritised as ‘High’ on the Butterfly Conservation List.

The various species seen by Members include:

- Many different moths butterflies including Mint Moth, Small Tortoiseshell, Holly Blue, Brimstone, Red Admiral, Peacock, Painted Lady, Comma, Large White, Small White, Meadow Brown, Gatekeeper (Hedge Brown) and Wall Brown.
- Many different birds continue to be seen on / over the Allotment including, Buzzards, Green Woodpecker, Jays, Cuckoos, Blackbirds, Song Thrush, Blue Tits, Robins, Sparrows, Magpies, Wrens and Chaffinches.
- Badgers and Foxes.
- Frogs and Slow Worms.
- Dragonflies, Hoverflies, Buff-tailed Bumblebees, Western Honeybees, 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 2026.

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 2026

- 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 etc.
- Renew Insurance and RHS affiliation.
- Risk Assessment.
- Revaluation exercise of the Site Hut.
- Arrange servicing of Association's communal equipment as per manufacturer's guidelines.
- Review shed security measures.
- Vacant plots clearance and letting.
- Organise 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 a bio-diversity report.
- Support and encourage educational school visit(s).

2.11 Membership Renewals

The Committee will be distributing Renewal Invoices for 2026 to Members via email during December. Based on Members' feedback, the Invoice Numbering system will be changed to incorporate the Member's plot number. The preferred method of paying membership fees will continue to be by online payment.

The security code for the combination locks on the General Shed will change next year and will be captured in the Renewal Welcome Letter, which will be sent out via email in February 2026.



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

3.1 Income and Expense Statement for 2024 - 2025

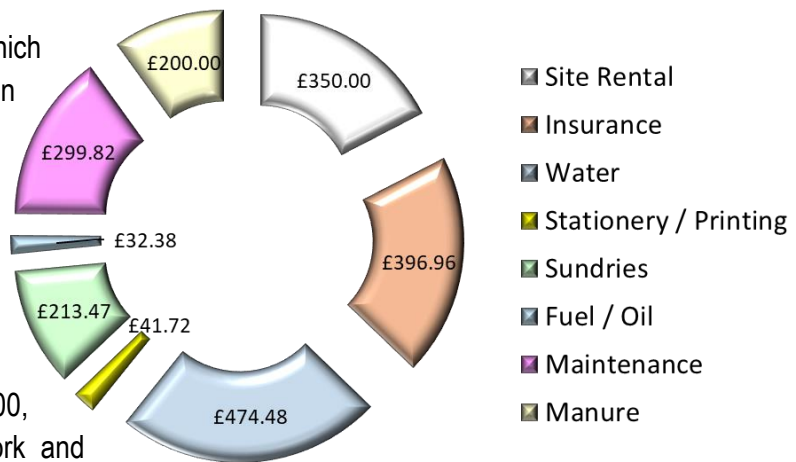
3.1.1 Income (Guaranteed)

Net Income was £2,242.00, which was in line with expectation.

3.1.2 Expenses

Expenses incurred by the Association were £2,008.83, which was £736.37 or 27% less than the Association's Budget, which predicted Expenses of £2,745.20. The most significant individual Expense lines that varied to that expected were:

- Insurance of £396.96, which was £76.79 or 16% less than the Budget of £473.75 due to lower-than-expected renewal costs.
- Site Improvements where no costs were incurred in this accounting period, against a budget of £550.00, as major site clearance work and other initiatives were deferred to 2025 - 2026 season.
- Manure of £200.00, which was £100.00 or 33% less than budget of £300.00 as the high number of vacant plots over the late autumn and winter period reduced usage.



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 £233.17, which was £702.37 better than the Budget that was predicting a Net Operating Income Deficit of (£469.20). 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 a significant amount of "Other Income". The amount generated was £502.00 which was £102.00 or 26% better than budget of £400.00. This was purely due to additional plots becoming vacant than predicted which increased the Enrolment / Admin Fees received.

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 £735.17, which was a significant improvement compared to Budget that was predicting a deficit of (£69.20).



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 and unpresented cheques, the "Operating Cash Available" has increased from last year's balance of £6,496.17 to £7,251.34, which provides a healthy margin and contingency for any unexpected emergencies or expenses.

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 2026.

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: David Tipping

Seconded: Marilyn McGee

Result: Passed Unanimously

5.0 BUDGET FOR ACCOUNTING PERIOD 2025 - 2026 (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. At the Committee(s) meeting the Treasurer provides, 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 £2,267.00, 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 £4,605.02 from last year's actuals of £2,008.83, an increase of £2,596.19 or 129%. This is primarily due to the expected need to replace the large lawn mower at a budgeted cost of £1,500.00.

The significant increases / decreases in the 2025 - 2026 Budget compared to 2024 - 2025 Actuals (variance greater than + / - £50.00) include:

- Water cost to increase to £545.65 a 15% increase over last year's actual cost of £474.48 which assumes a greater than inflation tariff increase.
- Plant and Tools to incur a budgeted cost of £1,500.00 for a new large lawn mower to replace the existing machine which has developed faults which are believed to be uneconomic to repair. The cost will be partially offset by £495.00 (reflected in Operating Cash Available) being 5 years of accumulated depreciation on the existing lawn mower.



- Depreciation cost to increase to £300.00 over last year's actual cost of £0.00, which reflects the first-year depreciation of 20% on the planned purchase of a new large lawn mower.
- Site Improvements cost to increase to £550.00 over last year's actual cost of £0.00, which reflects the carry over costs associated with debris clearance from the Site.
- Manure cost to increase to £300.00 over last year's actual cost of £200.00, to cover expected increased demand.

"Other Income", the funds the Association can realistically generate has been predicted as £200.00, which solely relates to Enrolment / Admin Fee associated with reletting 4 plots which will become vacant in 2026.

It is predicted that there will be a Net Operating Income Deficit of (2,338.02) and with "Other Income" of £200.00, the Association expects an overall Deficit of (2,138.02).

As a result of the predicted Deficit, Operating Cash available will decrease by 22% to £5,673.32 which 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 significant budget deficit is principally caused by the one-off cost (new large lawn mower), is fully containable and for which the Association has sufficient funds to absorb. Plot Rents have not increased since 2017 and the Committee 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. This may cause Plot Rents to rise in the future, although we hope with careful budgeting and diligence of the Committee, we can continue to avoid doing so for at least a further year.

6.0 ELECTION OF COMMITTEE

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

Proposed: Keith Blackman

Seconded: David Tipping

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: Jimmy Dyos

Seconded: Marilyn McGee

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:

■	Challenge Cup	Best Full Plot	Gary Freeman	Plot 23
■	Buckingham Trophy	Full Plot Runner up	Dave Arundell	Plot 18
■	Powell Memorial Trophy	Best Half Plot	Roy Gambrell	Plot 47
■	Payne Memorial Cup	Half Plot Runner up	Marilyn McGee	Plot 45

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:

■	Peter Bailes	Plot 13
■	Lesley Linehan	Plot 32
■	Kirsty Moyse	Plot 39
■	Zoe Nuth	Plot 14
■	Jenny O'Connor	Plot 22b

9.0 ANY OTHER BUSINESS

- A Member thanked the Committee for all their hard work during the year, and other Members present added their appreciation too. The Secretary shared that several 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.
- A Member enquired whether there would be any further deliveries of manure to the Site. The Secretary advised that two deliveries of manure had already been made and further deliveries would occur if there was sufficient demand by the Members, subject as usual, to the Farmer's availability.
- Members enquired about the length of the Waiting List for allotments. The Secretary responded that the Committee is not aware as the Waiting List is maintained by the Town Council and added that if their friends / neighbours wanted to know or if they wished to obtain their position on the Waiting List then they should directly contact the Town Council.
- A Member asked whether the Town Council had provided any help for the disposal of waste on the Site. The Secretary replied that the Committee is in regular and productive contact with the Town Council about matters relating to the Allotment and yes, they have shared guidance on the disposal of waste from the Site.
- A Member asked about whether the accrued Water costs could be used by the Association. The Secretary explained that these funds are ring-fenced in the Association's Accounts and cannot be used for the Association's day-to-day costs. However, she would investigate about whether there were any time limitations on the accrual of these liabilities.



- Members asked whether the Treasurer's role could be filled by an Associate Member. The Secretary clarified that the Association's Handbook stipulates that only Plot Members can be elected as Treasurer.
- Members remarked that they were pleased with the new Seed Scheme because of the ease of ordering, discount received and the speed of delivery.
- Members enquired whether the AGM could be held in October. The Treasurer said that as the Association's Accounts close on 30th September, an AGM in October does not give sufficient time to close the Association's Accounts and have them audited. However, the Committee would explore the opportunity of the AGM being held on an earlier date / time in November.

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 2025
ATTACHMENTS

Attachment 1 - Audited Accounts 2024 - 2025

Account Statement as at 30th September 2025

	2024 - 2025	2023 - 2024
Income (Guaranteed)		
Plot Rental	2,125.00	2,150.00
Associate Members	117.00	126.00
Net Income	2,242.00	2,276.00
Expenses		
Site Rental	350.00	350.00
Insurance	396.96	411.96
Water	474.48	288.47
Plant & Tools	0.00	0.00
Stationery / Printing	41.72	0.00
Sundries	213.47	166.75
Depreciation	0.00	0.00
Fuel / Oil	32.38	73.00
Site Improvements	0.00	270.00
Maintenance	299.82	141.54
Manure	200.00	320.00
Total Expenses	2,008.83	2,021.72
Net Operating Income	233.17	254.28
Other Income (Variable)		
Enrolment / Admin Fee	500.00	100.00
Seed Scheme	0.00	48.80
Donations	2.00	0.00
Other	0.00	0.00
Total Other Income	502.00	148.80
Surplus / (Deficit)	735.17	403.08

Bank / Cash Statement

	2024- 2025	2023- 2024
Summary Transactions		
Opening Balance (as per Audited Accounts)	9,202.17	8,769.09
Net Income	2,242.00	2,276.00
Other Income	502.00	148.80
Less Total Expenses (excl. Depreciation)	(2,008.83)	(2,021.72)
Sub Total	9,937.34	9,172.17
Deposits Received	55.00	30.00
Closing Bank / Cash Balance (i)	9,992.34	9,202.17
Less Deposits Held	(530.00)	(495.00)
Less Accumulative Depreciation	(2,211.00)	(2,211.00)
Operating Cash Available	7,251.34	6,496.17

Balance Sheet

	Value	Accumulative Depreciation	Net Asset Value	2024 - 2025	2023 - 2024
Fixed Assets					
Hut	10,000.00	0.00	10,000.00	10,000.00	10,000.00
Hedge Trimmer	395.00	395.00	0.00	0.00	0.00
Rotavator	800.00	800.00	0.00	0.00	0.00
Large Mower	495.00	495.00	0.00	0.00	0.00
Tiller	299.00	299.00	0.00	0.00	0.00
Small Mower	222.00	222.00	0.00	0.00	0.00
	12,211.00	2,211.00	10,000.00	10,000.00	10,000.00

Note

- (i) The closing Bank Balance is net of accumulated accruals. The total accruals are:
 Water used from 2015 - 2025 £3,964.92
 Unpresented Cheque from prior accounting period £22.00
 Total Accruals = £3,986.92

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 2024 - 2025	Actuals 2023 - 2024	Increase / (Decrease)	%
				Variation
Income (Guaranteed)				
Plot Rental	2,125.00	2,150.00	(25.00)	
Associate Members	117.00	126.00	(9.00)	
Net Income	2,242.00	2,276.00	(34.00)	(1%)
Expenses				
Site Rental	350.00	350.00	0.00	
Insurance	396.96	411.96	(15.00)	
Water	474.48	288.47	186.01	
Plant & Tools	0.00	0.00	0.00	
Stationery / Printing	41.72	0.00	41.72	
Sundries	213.47	166.75	46.72	
Depreciation	0.00	44.40	(44.40)	
Fuel / Oil	32.38	73.00	(40.62)	
Site Improvements	0.00	270.00	(270.00)	
Maintenance	299.82	141.54	158.28	
Manure	200.00	320.00	(120.00)	
Total Expenses	2,008.83	2,066.12	(57.29)	(3%)
Net Operating Income	233.17	209.88	23.29	11%
Other Income (Variable)				
Enrolment / Admin Fee	500.00	100.00	400.00	
Seed Scheme	0.00	48.80	(48.80)	
Donations	2.00	0.00	2.00	
Other	0.00	0.00	0.00	
Total Other Income	502.00	148.80	353.20	237%
Surplus / (Deficit)	735.17	358.68	376.49	105%

Bank / Cash Statement

	Actuals 2024 - 2025	Actuals 2023 - 2024	Increase / (Decrease)	
Summary Transactions				
Opening Balance (as per Audited Accounts)	9,202.17	8,769.09	433.08	
Net Income	2,242.00	2,276.00	(34.00)	
Other Income	502.00	148.80	353.20	
<u>Less</u> Total Expenses (excl. Depreciation)	(2,008.83)	(2,021.72)	12.89	
Sub Total	9,937.34	9,172.17	765.17	
Deposits Received	55.00	30.00	25.00	
Closing Bank / Cash Balance	9,992.34	9,202.17	790.17	9%
<u>Less</u> Deposits Held	(530.00)	(495.00)	(35.00)	
<u>Less</u> Accumulative Depreciation	(2,211.00)	(2,211.00)	0.00	
Operating Cash Available	7,251.34	6,496.17	755.17	12%



Attachment 3 – Budget Performance and Variance Report

	Actuals	Budget	Increase /	%
	2024 - 2025	2024 - 2025	(Decrease)	Variation
Income (Guaranteed)				
Plot Rental	2,125.00	2,150.00	(25.00)	
Associate Members	117.00	126.00	(9.00)	
Net Income	2,242.00	2,276.00	(34.00)	(1%)
Expenses				
Site Rental	350.00	350.00	0.00	
Insurance	396.96	473.75	(76.79)	
Water	474.48	432.71	41.77	
Plant & Tools	0.00	0.00	0.00	
Stationery / Printing	41.72	75.00	(33.28)	
Sundries	213.47	183.44	30.03	
Depreciation	0.00	0.00	0.00	
Fuel / Oil	32.38	80.30	(47.92)	
Site Improvements	0.00	550.00	(550.00)	
Maintenance	299.82	300.00	(0.18)	
Manure	200.00	300.00	(100.00)	
Total Expenses	2,008.83	2,745.20	(736.37)	(27%)
Net Operating Income	233.17	(469.20)	702.37	>100%
Other Income (Variable)				
Enrolment / Admin Fee	500.00	400.00	100.00	
Seed Scheme	0.00	0.00	0.00	
Donations	2.00	0.00	2.00	
Other	0.00	0.00	0.00	
Total Other Income	502.00	400.00	102.00	26%
Surplus / (Deficit)	735.17	(69.20)	804.37	>100%

Bank / Cash Statement

	Actuals	Budget	Increase /	
	2024 - 2025	2024 - 2025	(Decrease)	
Summary Transactions				
Opening Balance (as per Audited Accounts)	9,202.17	9,202.17	0.00	
Net Income	2,242.00	2,276.00	(34.00)	
Other Income	502.00	400.00	102.00	
<u>Less</u> Total Expenses (excl. Depreciation)	(2,008.83)	(2,745.20)	736.37	
Sub Total	9,937.34	9,132.97	804.37	
Deposits Received	55.00	55.00	0.00	
Closing Bank / Cash Balance	9,992.34	9,187.97	804.37	9%
<u>Less</u> Deposits Held	(530.00)	(535.00)	5.00	
<u>Less</u> Accumulative Depreciation	(2,211.00)	(2,211.00)	0.00	
Operating Cash Available	7,251.34	6,441.97	809.37	13%



Attachment 4 - Budget for Accounting Period 2025 - 2026

	Budget	Actuals	Increase /	%
	2025 - 2026	2024 - 2025	(Decrease)	Variation
Income (Guaranteed)				
Plot Rental	2,150.00	2,125.00	25.00	
Associate Members	117.00	117.00	0.00	
Net Income	2,267.00	2,242.00	25.00	1%
Expenses				
Site Rental	350.00	350.00	0.00	
Insurance	436.66	396.96	39.70	
Water	545.65	474.48	71.17	
Plant & Tools	1,500.00	0.00	1,500.00	
Stationery / Printing	50.00	41.72	8.28	
Sundries	224.14	213.47	10.67	
Depreciation	300.00	0.00	300.00	
Fuel / Oil	48.57	32.38	16.19	
Site Improvements	550.00	0.00	550.00	
Maintenance	300.00	299.82	0.18	
Manure	300.00	200.00	100.00	
Total Expenses	4,605.02	2,008.83	2,596.19	>100%
Net Operating Income	(2,338.02)	233.17	(2,571.19)	>(100%)
Other Income (Variable)				
Enrolment / Admin Fee	200.00	500.00	(300.00)	
Seed Scheme	0.00	0.00	0.00	
Donations	0.00	2.00	(2.00)	
Other	0.00	0.00	0.00	
Total Other Income	200.00	502.00	(302.00)	(60%)
Surplus / (Deficit)	(2,138.02)	735.17	(2,873.19)	>(100%)

Bank / Cash Statement

	Budget	Actuals	Increase /	
	2025 - 2026	2024 - 2025	(Decrease)	
Summary Transactions				
Opening Balance (as per Audited Accounts)	9,992.34	9,202.17	790.17	
Net Income	2,267.00	2,242.00	25.00	
Other Income	200.00	502.00	(302.00)	
<u>Less Total Expenses (excl. Depreciation)</u>	<u>(4,305.02)</u>	<u>(2,008.83)</u>	<u>(2,296.19)</u>	
Sub Total	8,154.32	9,937.34	(1,783.02)	
Deposits Received	70.00	55.00	15.00	
Closing Bank / Cash Balance	8,224.32	9,992.34	(1,768.02)	(18%)
<u>Less Deposits Held</u>	<u>(535.00)</u>	<u>(530.00)</u>	<u>(5.00)</u>	
<u>Less Accumulative Depreciation</u>	<u>(2,016.00)</u>	<u>(2,211.00)</u>	<u>195.00</u>	
Operating Cash Available	5,673.32	7,251.34	(1,578.02)	(22%)



Attachment 5 - Notes on Budget 2025 - 2026

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 39 @ £3.00	117.00
EXPENSE		
Site Rental	Lease Rent – no change	350.00
Insurance	Assume an increase of 10% over last year's actual (£396.96 + £39.70)	436.66
Water	Assume an increase of 15% over last year's actual (£474.48 + £71.17)	545.65
Plant & Tools	Assume large lawn mower needs to be replaced this year	1,500.00
Stationery / Printing	Assume an increase of 20% over last year's actual (£41.72 + £8.28)	50.00
Sundries	Assume an increase of 5% over last year's actual (£213.47 + £10.67)	224.14
Depreciation	Depreciation of 20% of budgeted cost of new large lawn mower	300.00
Fuel / Oil	Assume an increase of 50% over last year's actual (£32.38 + £16.19)	48.57
Site Improvement	Debris clearance and other site improvements / initiatives. Reinstatement of budget	550.00
Maintenance	To reflect any unexpected maintenance costs on communal machinery	300.00
Manure	3 deliveries	300.00
OTHER INCOME		
Enrolment / Admin	4 plots becoming available to re-let	200.00
Seed Scheme	New Seed Scheme is commission free	0.00
Donations	Nothing predicted for 2025 - 2026	0.00
Other	Nothing predicted for 2025 - 2026	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 Plot 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 plotholder 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

Plot 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 2025 - 2026

ORGANISATION: WOODHAM ALLOTMENT ASSOCIATION

DATE OF RISK ASSESSMENT: 28TH SEPTEMBER 2025

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 General / Secure 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. ■ Ad hoc inspections of the Secure Shed are carried out by the Chair 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 kept 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 Letter". ■ Regular inventory of safety equipment is carried out by the Chair and 	<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>Secretary to ensure ear defenders, gloves and safety specs are available for Members' use.</p> <ul style="list-style-type: none"> ■ Machinery is serviced by an authorised dealer when needed and labels updated to show when maintenance was carried out, the next service date and who to report faults to. ■ The adding of petrol to communal / restricted machines is limited to Committee / authorised Members only. ■ Ad hoc inspections of the General / Secure Shed where machinery is stored are carried out by the Chair and Secretary to ensure compliance of the Risk Assessment requirements. ■ Restricted machinery is kept locked in a Secure Shed that has limited access. ■ The Hedgetrimmer is no longer in use as the hedges are now maintained by SWFTC Contractors. 				
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 / Chair	25/09/2025	Closed
Public access to Allotment Site	Members of the public could suffer various injuries if they wander around the Site / into the	<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 	<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
	shed	kept secure with high security 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 	<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
		inspection was carried out. ■ Fuelling funnels are provided.				
Bonfires	Member could suffer burns from flames of an out-of-control fire.	■ 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 Letter and in the Annual Report. ■ Committee checks that bonfires are not left unattended. ■ Committee periodically advises Members to be "Safety Aware" when lighting bonfires.	■ 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.	■ 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 Letter 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. ■ Shed "Housekeeping" periodically carried out by the Committee. ■ Entrances / Exits to Site / Shed maintained. ■ First Aid Kit and Accident Book visibly	■ Some paths are eroding and are becoming close to or less than, the optimum width. Some remedial work completed by the Chair during 2025. Inspections will continue in 2026 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
		located in the General Shed and Members regularly advised. Regular inventory of contents is carried out by the Chair and Secretary.				
Water Tanks	Members, Member's children or Visitors 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 Letter 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"> ■ Dismantle water butts and remove from Site - deferred from previous year. ■ Review "rain as a scarce resource" initiative - continued from 2022. The Secretary now regularly advises that all Members have an important part to play in helping to conserve water by being sensible and conservative with their individual usage and by adopting a "smart" watering regime and use water in a reasonable manner for the different types of vegetables, flowers, fruits and herbs grown. 	Committee Secretary	During 2026 Started 2023	Open Ongoing
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 Letter 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
		<p>Members to be "Safety Aware" about the need to "Top" canes.</p> <ul style="list-style-type: none"> ■ The Evaluation process includes a check of plots. Where canes pose a hazard, the Committee either tops the cane or advises the Member. 				
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 Letter and in the Annual Report. ■ Committee periodically advises Members to be "Safety Aware" about the need to properly dispose of rubbish. ■ Committee regularly advises Members to keep a safe distance from debris that the Committee has removed from vacant plots and has accumulated adjacent to the shed for subsequent removal from the Site. 	<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. ■ Chair / 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	<ul style="list-style-type: none"> ■ The Association's equipment is properly stored in the sheds. 	<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
	that are not properly stored.	<ul style="list-style-type: none"> ■ Members either remove tools from the Allotment Site or alternatively keep them in a toolbox 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 Letter and in the Annual Report”. ■ Committee periodically advises Members to be “Safety Aware” about the need to properly store tools. ■ 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 Letter 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

