



HACA COMMITTEE MINUTES  
Monday 04/10/21 10am  
Community Room Humber Avenue

Terry Smith (Chair in PB absence)  
Peter Davey  
Dave Tucker  
Carol Haffenden  
Graham North  
John Deeprise Guest  
Peter Brereton Apologies  
Roy Olliver Apologies

- **Minutes of last meeting validated**
- **Actions from meeting 13/9/21**
  - DT:** IONOS host site in place, Documentation checked
  - PD:** Financials all now in place
  - LOGO** adopted for HACA, invoice to PD for settlement
  - Vision and Values** confirmed
  - TS** Water tanks cleaned
  - SSSO** Signs to be moved to a more appropriate site
  - TS** tenants reference folder now in clubhouse.
  - GN** Notices to Plot holders ongoing
  - TS** Certificate of Insurance now received.
  - TS** procedures to support HACA Documents to in place
  - TS** What is "Non Cultivation" document issued
  - TS** Health & Safety. Risk assessment report completed and published. A rota to be set up to carry out future activity.
  - GN & PB** to investigate a Defibrillator on site. Ongoing
  - DT** Rota to be set up for the loos etc. and a locked box for chemicals. Ongoing
- **Matters arising not covered by the agenda**, none declared



- **Feedback from Service Level Agreement (SLA) meeting with WBC**

WBC were represented by William Boyd & Philippa Reece.  
HACA were represented by Peter Brereton, Peter Davey, Graham North & Terry Smith

After minor amendments the SLA was signed and effective for 12 months from 1/10/21

£1300 in funds received so far by WBC, to be transferred to HACA next week.

Discussion over payment of VAT by HACA, WBC to advise

**PD** waits for excel spreadsheets re ploholders & finances, as these are in use with current receipt of annual rents. The information will include details of £10 deposits for keys.

HACA documentation file to go to WBC legal team, to be checked.

**TS** Freedom of information requests are a legal requirement and requests will be made from time to time by WBC. Therefore accurate records must be maintained

- **Other discussions**

**PD** HACA Committee must be seen to act Correctly. Matters to be discussed with at least 2 other committee members before any action is taken

**TS** Suggested the need to discuss new Terms & Conditions with plot holders ASAP rather than wait till the AGM

**TS** As things develop, and we use the T&C's and new documents in a working environment, it is important that we review each action and amend as we go, this will help to clarify actions some are at present theoretical. Action **PB, PD, GN & TS** to amend as appropriate.

**GN** Suggested a "nudge" letter to plot holders who were in danger of receiving a Non Cultivation Notice ACTION: it was agreed to stick to "Non Cultivation notices" as per T&C's with no other intervention at this time

None cultivation Notices & Notices to Quit to be agreed by **PB/PD/TS** prior to issue. HACA Cultivation and Eviction orders carry an opportunity to appeal.



## **ROAD MAP**

**GN** Water reading to be confirmed with water board

**TS** purchase First Aid

**TS** Site speed limit 10mph council may have signs we can have ACTION To be carried forward.

**ALL** Rota to be made up for cleaning communal areas, including the loos.  
ACTION: To be carried forward.

**TS on behalf of PB** Defibrillator The "Funding request" made to WAGA may have gone to WAM. This is not considered acceptable. Whilst waiting to hear the outcome, applications may be made elsewhere. Clear definitions need to be maintained for each company, HACA, WAGA & WAM.

**TS** All funding request to go through **PB**

**GN & DT** Both SSSO's are on the WAGA committee, this could potentially create a conflict of interests. ACTION: Discretion by **GN & DT** when attending such meetings, HACA business not to be discussed on WAGA meetings.

**TS** Ideas for site projects please to be submitted at next meeting, things that hopefully will improve the Humber site. ACTION: all to be carried forward.

**TS** HACA Board meetings are a legal requirement and the first of a biannual activity has taken place. Details of the discussions were shared with the committee

**TS** Shadowing: members of committee to shadow each other where appropriate. **PB** shadows **PD**, **PD** shadows **TS** and **TS** shadows **PB**. Others to consider who they should shadow.

**TS** A cross reference of plot sizes to be made, and a plan placed in community room once information received from WBC

**TS** Face book moderator required

**TS**, Welcome letter prepared by PB agreed by All to be issued ASAP

**PD**: Council funds to be returned for Public Liability insurance £120.



**PD** Storage of £50 deposits, ACTION to be stored on main accounting site, shown on the reserve balance

**PD** HACA Reserve balance required: ACTION: 10% agreed

**JD** Website live from 28<sup>th</sup> sept 21. Links to WAGA & WAM to be established. Potential plotholder references currently go to WBC as at time of writing Issued raised at SLA meeting

**TS:** We need to contact people on the waiting list for Humber, to check if they still do want a plot at Humber and to opt into communications such as newsletter

**JD** Asks please use the blog. Also to use the newsletter page

**GN** to send newsletter to those with no internet

**JD:** there is a SPAM catcher on the website, Photo gallery (pics required please, and a monthly quiz was suggested.

**TS** next newsletter needs a link to get plotholder to opt in to communications from HACA (GDPR requirement)

A vote of thanks was made to JD for all his hard work, getting site up and running within the time slot.

**TS** Meet the committee days. 23/24<sup>th</sup> OCT, BBQ and raffle. ACTION: All to attend please where possible, TS put forward 2 Bottles Wine as prizes and other to contribute as they wish

**JD** To create a hotspot @ Humber to have a live webpage available at the event. JD said he would cover the cost

**TS** HACA emails all to use the IONOS account please



**TS** distributed a HACA letter head

**TS** Xmas committee lunch North Star booked, please confirm if the xmas menu is required, this attracts a £5 deposit. Date 10<sup>th</sup> Dec. 12noon, booked for 8 people. Cost borne by individuals no cost to HACA

**RISK ASSESSMENT:** Plot markers to be made clear, one pond on site to be fenced, speed limit enforcement and verge clearance

**CH** Possible danger re a site on south east corner has compost bin which is accessed by the road, this is a blind spot for drivers. Action suggested the bin be moved

**GN** Right of way or access for possible new plots from adjacent development: The action for this is still under debate, no positive action to date

**GN** Skip request agreed at plot holders responsibility.

**GN** Plot 6 relinquished

**GN** Lee Reeves requests a half plot. **Action:** HACA carried forward, waiting to get the WBC waiting list.

**GN** Carol Adams wants to be on waiting list: **ACTION: HACA** waits for list.

**TS** Emergency contact details for plotholders required. Action

**GN and DT** contacts to be on the notice board.

**TS** Meetings to become bi-monthly as from next meeting. Meeting schedule November, January, March, May, July and AGM September.



**NEXT MEETING SATURDAY 6<sup>TH</sup> NOV @ 12-15**