

EDAS COMMITTEE MEETING Minutes

Monday 15th June 19.30

Drayton Court Hotel

Apologies for absence – CE, PB.

Actions from the last meeting were reviewed and the actions below were outstanding.

Action - Handbook and constitution change – holistic review – SM and AC – bring the proposed changes to the August Committee meeting.

Action – civility email including parking reminder – draft provided by AC, CE to mailchimp – but not before the Summer Open day.

Action – map out AGM including pre deadlines – CE – by Fri 10th July – this is the priority over the communications.

The prior meeting's minutes were approved by the Committee.

Actions arising from Pathways email of 13/5 were discussed. The Three strikes policy was agreed by the Committee. This policy reflects a matter that was proposed in 2019, plotholders were consulted and agreed to the three strikes approach. The written policy reflects the approach agreed in 2019.

Action - Publish three strikes policy on the website – JW - by Friday 19th June.

Action – Update Pathways on policy publication - JW and CF, next week.

The discussion on the AGM timetable was delayed until the next committee meeting until our Secretary is present.

The Committee discussed the Summer open day.

- a. Marketing – on track.
- a. Catering – Andrew to be Team Leader. Specifically – responsible for planning, purchasing, prep (including cutlery, napkins, gloves, foil, extra cleaning materials, new meat thermometer, soft drinks, food paper bags, gas and pricing (exc. Bar). Andrew to confirm and coordinate with Bar, BBQ and Cake TL's.

Action - stock take on non-perishable catering items – JW – at least a week before the open day, probably sooner.

Action - Include bin set on the day - JW.

Licences – done.

Entertainment - done.

Plant and produce stall, totes – on track.

Site prep and purchasing (gazeboes). On track.

Action - follow up with catering TL's on payments to ensure each section has Zettle set up – JW.

Awards - on track.

Action – Open day Risk Assessment – CF and MN – prior to the open day.

Maintenance, the Committee discussed the last Maintenance Morning and wanted to thank the many volunteers for all their hard work, a lot was achieved. The next MM will mainly focus on open day prep.

Action – Buy first aid kit (grab bag version) – SM – before open day.

Action - Buy sponges and fairy liquid – AC.

AOB was discussed. An apple tree has fallen down on 207.

Action - MN to provide chainsaw and if not available SM is the back up plan.

The committee discussed a proposal to alternate events, summer open day one year and Halloween the next due to the huge amount prep work required, the strain on the site and onus on our ploholders to volunteer. No decisions were reached. This topic will be revisited.

The next committee meeting will be Sunday 19th July, 19.30 at the Drayton Court Hotel.