Fleetwood Town Council

Onward to a Better Future

**Members of the Allotment Committee are required to**

**attend the Committee Meeting to be held on Thursday 10 November 2022 at 6.00pm at the Office**

**Irene Tonge (Clerk and RFO) –** Signature**: Irene Tonge**

**Agenda**

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| **0112** | **Opening of the meeting. *Chairman*** |
| **0113** | **To receive apologies for absence. *Chairman*** |
| **0114** | **To record Disclosable Pecuniary Interests from members (including their spouses, civil partners, or partners) in any item to be discussed. Committee members MUST NOT make representations or vote on the matter therein. *Chairman*** |
| **0115** | **To record Other (Personal or Prejudicial) Interests from members in any item to be discussed. Committee members should state if they need to bar themselves from discussion and voting on any related matters. *Chairman*** |
| **0116** | **To consider and approve the amended Terms of Reference (see enclosed). *All*** |
| **0117** | **To consider and approve the minutes of the Allotments Committee Meeting of the 22 August 2022 (see enclosed). *All*** |
| **0118** | **The committee Chairman reminds all members to take note of the standing guidance at appendix A below. *Chairman*** |
| **0119** | **To adjourn the meeting for a period of public participation.**  **Please note the Committee cannot make any decision on any matter raised, which has not already been included on the formal agenda; such items may be considered for future meetings. *Chairman*** |
| **0120** | **To reconvene the meeting. *Chairman*** |
| **0121** | **To consider and approve responses to the questions raised by Allotment tenants, issued by the secretary of the Larkholme Allotments Association (see enclosed). Clerk wishes to bring to committees’ attention her interim response (also enclosed), which answers question 1, therefore question 1 has been removed. *All*** |
| **0122** | **Following the discussion and resolve to the questions raised (Item 0121) to discus and approve any amendments to the Agreement.** |
| **0123** | **To consider and approve the purchase of CCTV or, a suitable response to Mrs Owen (see enclosed). Clerk wishes to bring to committees’ attention that she has written to Mrs Owen to remind her of the correct procedure to be followed if criminal activity has occurred to a tenant and/or their property/belongings. *All*** |
| **0124** | **To update the meeting with 3 quotes for a rolling annual contract for hedge trimming, which will begin in November each year and finish before nesting season. *CEDO***  Action from 22/8/22 - The CEDO to obtain 3 quotes for the rolling annual contract. |
| **0125** | **To update the committee regarding the outcome of the meeting with the tenant(s) who have offered to rota the cleaning of a toilet and to confirm if all tenants have been informed / will be informed. *CEDO***  Action from 22/8/22 – CEDO |
| **0126** | **To update the meeting with the answer put to the Clerk re a community plot.**  **(See enclosed ). *Chairman*** |
| **0127** | **To discuss and approve next steps for Plot 22. *All*** |
| **0128** | **To update the committee with progress of this item …’To reassess the weekly plan for attending the Allotments whilst issues are dealt with.’ *CEDO.***  Deferred from meeting of 22/8/22. |
| **0129** | **To consider options and approve a solution to the continuous issues with the gate lock. Chairman**  ***Update from the Clerk:*** J W Fish asked for the lock to be returned to them; it is being returned to the manufacturer for investigation – Clerk will inform committee when the outcome is received. |
| **0130** | **To update the meeting with the 3 quotes for an additional tap. *CEDO*** |
| **0131** | **To update the meeting re the paperwork from Wyre outlining the 10 car parking spaces, potentially belonging to FTC. *CEDO*** |
| **0132** | **To discuss and approve the approach for any unworked plots. *All*** |
| **0133** | **To assess the 2021/22 hedge-trimming job and inform Clerk of current situation (see email sent 7/11/22). *Chairman*** |
| **0134** | **To discuss and agree items for the next Agenda. *All*** |
| **0135** | **To consider and approve a date for the next meeting. *All*** |

**The press and public are welcome to attend all committee meetings of Fleetwood Town Council.**

**APPENDIX A – STANDING GUIDANCE FOR ALLOTMENTS COMMITTEE BUSINESS.**

**1. All decisions resulting in actions to be taken by council staff to be made from an agenda item, approved by majority vote, and brought in suitable time to carry out the committee’s request.**

**2. Action points may be given to office staff directly. Any actions for other individuals who are not committee members should be taken by a member to approach that person, i.e.: "The chairman to ask Cllr XX to assist with seeking volunteer to help with a maintenance task”**

**3. Any financial or legal issues to be discussed and agreed on, in an open and publicly accessible meeting of the committee. Decisions on these matters cannot be made by e-mail or in private meetings. Any issues or uncertainties should be referred to the clerk for advice.**

**4. All proposals involving a cost of over £300 normally require at least 3 quotes to be obtained, and sufficient time must be allowed for staff to obtain these quotes for committee to consider. There are exceptions to this under the council’s financial rules: existing suppliers of annual services etc. This list is not exhaustive, so for all proposals involving a cost, committee members should discuss with the clerk who will be happy to provide advice on the way forward.**