Fleetwood Town Council

Onward to a Better Future

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

**attend the Committee Meeting to be held on**

**Monday 14 March 2022 at 1.00 pm at the Office**

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

**AGENDA**

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| **0056** | **Opening of the meeting. *Cllr Raynor*** |
| **0057** | **To note at the February FCM there was a request for more councillors to join the Allotments Committee. Cllrs Armstrong and Cllr Shewan agreed to join. *Cllr Raynor*** |
| **0058** | **To propose a committee member to reside as Chairman and to approve the appointment – deferred from last meeting. *Cllr Raynor*** |
| **0059** | **To receive apologies for absence. *Chairman*** |
| **0060** | **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*** |
| **0061** | **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*** |
| **0062** | **To consider and approve the minutes of the Allotments Committee Meeting of the 7 February 2021 (enclosed). *Chairman*** |
| **0063** | **The committee Chairman reminds all members to take note of the standing guidance at appendix A below. *Chairman*** |
| **0064** | **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*** |
| **0065** | **To reconvene the meeting. *Chairman*** |
| **0066** | **To consider and approve retrospectively the payment of Part 1 of the Invoice for the hedge trimming (Copy of Invoice to be sent by email).**  **£1,115 was paid on 14/2/22.** |
| **0067** | **To update the committee on the progress for the hedge trimming of the leylandii trees. *CEDO*** |
| **0068** | **To update the meeting with 3 quotes for a rolling annual contract for hedge cutting, which will begin in November each year and finish before nesting season. *CEDO*** |
| **0069** | **To receive an update for the alternative toilet facilities, which have been sourced, and to update the committee regarding the assessment and costings for building and installation / plumbing into the mains (if required). *CEDO*** |
| **0070** | **To update the progress of letting out Plot 22. *CEDO*** |
| **0071** | **To consider and approve the removal of the rat traps. *All***  **UPDATE:** I can confirm the company that put the Baiting boxes in was EnviroGuard based in Kendall, Cumbria (FCM 13/3/18 Item 2619 refers). I contacted them and spoke to one of the Technicians (Michael) who confirmed there was a contract in place, which we cancelled on 5 February 2018; he assumes, therefore, that they will be empty boxes – I asked if we need a professional to take them away. He said legislation changed a couple of years ago so it is OK to dispose of them ourselves but we need to understand that if anyone has been using them to put bait in, there could be something in them.  He went on to say that the company has some out-stations around the NW, one is in Cleveleys, so if we would rather they remove the boxes for us, it will be at a cost of £60 and it would be when they are next in this area. I said I would put this to the Committee and get back to him after 14 March. ***Clerk.*** |
| **0072** | **To reassess the weekly plan for attending the Allotments whilst issues are dealt with. *CEDO*/*Cllr George*** |
| **0073** | **To update the meeting with regard to ordering the Skip - Date and Cost to be considered and approved . *CEDO***  **UPDATE:** To revisit this following some comments at the FCM as to whether plot holders should be responsible for the removal of their own rubbish. If the decision made (ACM 7/2/22 Item 0053 refers) is to stand, update the committee with quotes, delivery and removal dates, location, and to consider and approve the approach to tenants. ***CEDO*** |
| **0074** | **To consider options and approve a solution to the continuous issues with the gate lock. *CEDO***  **UPDATE: Clerk was called out to the Allotments on 2 occasions. The emergency lock was used successfully. This failed lock is the 2nd expensive lock we have bought which has failed.** |
| **0075** | **To discuss and agree items for the next Agenda. *All*** |
| **0076** | **To consider and resolve to exclude the Public and Press under the Public Bodies (Admissions to meetings) Act 1960 and data Protection Act 1999, to hear items as confidential.**  **See Green Paper for items 0078, 0079, 0080 and 0081** |
| **0077** | **To consider and agree the date and time of next meeting. *CEDO*** |

**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 good 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.**