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 20 October 2021 at 7.00 pm via Zoom**

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

**AGENDA**

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| **0001** | **Opening of the meeting (suggest Cllr Raynor opens the meeting).** |
| **0002** | **To receive apologies for absence. Cllr Raynor** |
| **0003** | **To consider and agree the draft Terms of Reference for the Committee and the draft Standing Guidance at Appendix A of this Agenda (both drafts prepared by Clerk and sent to Committee members with this Agenda).**  **Cllr Raynor** |
| **0004** | **To discuss and decide if the current membership is right for the committee and to ratify all members proposed at previous FCM.** |
| **0005** | **To propose and appoint:**  **Chairman**  **Vice Chairman**  **Secretary** |
| **0006** | **To further discuss if membership should be opened up to non-councillors, as this question was put to the FCM by a MOP. Committee** |
| **0007** | **To discuss and agree items for the next Agenda. Committee** |
| **0008** | **To consider and agree the date and time of next meeting.** |

**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 # or individual members 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.**

**# I will remove this if the decision for item 0006 is not to open up to non-councillors.**