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 7th December 2021 at 6.00 pm via Zoom**

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

**AGENDA**

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| **0024** | **Opening of the meeting. *Chairman*** |
| **0025** | **To receive apologies for absence. *Chairman*** |
| **0026** | **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*** |
| **0027** | **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*** |
| **0028** | **To consider and approve the minutes of the Allotments Committee Meeting of the 22 November 2021 (enclosed). *Chairman*** |
| **0029** | **The committee Chairman reminds all members to take note of the standing guidance at appendix A below. *Chairman*** |
| **0030** | **To Note: The Clerk caught up with Cllr. Pilkington at the FCM and due to work commitments he is unable to commit to the Allotments Committee** |
| **0031** | **To consider and approve the quotes for the trimming of the leylandii trees. *All.*** |
| **0032** | **To consider and approve the quotes for the welfare units. *Cllr. Blair.*** |
| **0033** | **To discuss any updates relating to Plot 22. *CEDO*** |
| **0034** | **To discuss correspondence sent to tenants with unworked plots. *CEDO*** |
| **0035** | **AOB. *All*** |
| **0036** | **To discuss and agree items for the next Agenda. *All*** |
| **0037** | **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.**