Fleetwood Town Council

Onward to a Better Future

**Minutes of the Allotment Committee Meeting**

**held on Thursday 20 October 2021**

**at 7.00 pm via Zoom**

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

DRAFT

**Minutes**

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| **0001** | Opening of the meeting (suggest Cllr Raynor opens the meeting).  **Cllr Raynor opened the meeting.**  **Present: Cllr Raynor, Blair, Stirzaker and Clerk Irene Tonge.** |
| **0002** | To receive apologies for absence. Cllr Raynor  **Apologies received from CEDO Lauren Harrison.**  **Note of absence’s: Cllr George and Cllr Shewan.** |
| **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  **TOR and Appendix A were approved with confirmation of changes once item 0006 has been decided.** |
| **0004** | To discuss and decide if the current membership is right for the committee and to ratify all members proposed at previous FCM.  **The committee were satisfied with the Committee members; however, the ratification of Cllr Pilkington will be deferred until next meeting.** |
| **0005** | To propose and appoint:  Chairman  Vice Chairman  Secretary  **Cllr Raynor proposed Cllr Blair for Chairman and Cllr Stirzaker seconded, Cllr Blair accepted.**  **Cllr Raynor put herself forward for Vice-Chair and Cllr Stirzaker seconded, Cllr Blair agreed.**  **Cllr Raynor proposed CEDO for Secretary, Cllr Stirzaker seconded. A brief discussion took place as it was thought that Lauren did not want the position of Secretary, however, it was agreed it would be good for her continued development and experience – therefore it was passed as ‘Question on Notice.’** |
| **0006** | To further discuss and decide if membership should be opened up to non-councillors, as this question was put to the FCM by a MOP. Committee.  **A brief discussion took place and it was decided not to have MOP as members of the committee – unanimous.**  **Action Point – Clerk to revise the TOR to reflect this decision and re-issue to Committee members and place on Website and to amend Appendix A on the Agenda template.** |
| **0007** | To discuss and agree items for the next Agenda. Committee  **Items discussed:**   * **The Allotment Agreement review. *Note: this work has encountered delays owing to staff absence.*** * **Hedge Cutting** * **Other maintenance/improvements; toilets and Plot 22 were mentioned** * **Vacant Plots** |
| **0008** | To consider and agree the date and time of next meeting.  **The date for the next Committee meeting is 22 November at 7.30 via Zoom.** |