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 22 November 2021 at 7.30 pm via Zoom**

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

DRAFT

**Minutes**

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| **0009** | **Opening of the meeting. *Chairman***  Chairman, Cllr. Maureen Blair opened the meeting.  Present: Cllr. Maureen Blair, Cllr. Cheryl Raynor, Cllr. Rachel George, Cllr. Mary Stirzaker and CEDO Lauren Harrison |
| **0010** | **To receive apologies for absence. *Cllr Raynor***  No apologies noted.  Note of absences: Cllr. Ron Shewan. |
| **0011** | **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***  None recorded. |
| **0012** | **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***  None recorded. |
| **0013** | **To consider and approve the minutes of the Allotments Committee Meeting of the 20 October 2021 (enclosed). *Chairman***  Approved. |
| **0014** | **The committee Chairman reminds all members to take note of the standing guidance at appendix A below. *Chairman***  Noted. |
| **0015** | **To note the updated budget sheet (enclosed). *CEDO***  Noted. |
| **0016** | **To consider and approve the maintenance of the leylandii trees bordering the Larkholme Avenue site.**  The committee were happy to go ahead with the sourcing of quotes for the trimming of the leylandii trees.  Obtain quotes for left side, right side and both sides. Houses they encroach on to.  Book another meeting as soon as the quotes are in – Action CEDO |
| **0017** | **To discuss the potential erection of toilet facilities at the Larkholme Avenue site.**  The committee were happy to go ahead with obtaining the quotes needed for a ‘welfare unit’. The committee decided that a rolling tenancy for welfare units is to be explored. The Tenancy Agreement for tenants also needs to be updated to say that the welfare units can be removed if not cared for. On site rota to possibly be discussed on the keeping and cleaning of these facilities – Action Cllr. Blair |
| **0018** | **To discuss the future of Plot 22.**  The committee have decided that the idea of a Forest school is a good idea and possible with recyclable items and/or sponsors from local businesses. Plot 22 ask to be cleared by Prince’s Trust – Action CEDO |
| **0019** | **To update the committee on Plot 11; which has been recently tenanted.**  Plot has been tenanted. Rules to now state a three month’s trial period before full tenancy. Issue has been taken by removal of items from the plot belonging to the former owner – allotment rules to now state that all items are to stay on vacated plot. If owner no longer requires items to put it in writing or leave in communal ‘free’ area – Action CEDO |
| **0020** | **To discuss and approve the action to be taken regarding any unworked plots**  The committee discussed new rulings regarding the dumping of rubbish/clutter on site. Tenants will be given 6 weeks’ notice for removing items. Get removal quotes after 4 weeks. Bill paid before next year’s tenancy is renewed. Tenancy dependant on bill finalised. Letter to be sent to tenant who has not paid rent or worked plot – Action CEDO |
| **0021** | **AOB. *Committee***  Rules are to be updated regarding the use of Chimneas/fires  Rules to also be updated re. the keeping of chickens. Spare key to chicken coop, vet details and emergency contact to be added to coop. Update to state we will check on any chickens as we see fit on the advice of the RSPCA – Action CEDO |
| **0022** | **To discuss and agree items for the next Agenda. *Committee***  Leylandii trees quotes costings  See if Plot 22 has been cleared |
| **0023** | **To consider and agree the date and time of next meeting.**  The 7th of December 2021 at 6:30 |

**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.**