Fleetwood Town Council

Onward to a Better Future

**Allotment Committee Meeting held on**

**Tuesday 31 May 2022 at 6.45 pm**

**at the North Euston Hotel**

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

**MINUTES**

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| **0083** | **Opening of the meeting. *Cllr Raynor***  |
| **0084** | **To receive apologies for absence. *Chairman***Cllr. Craig Armstrong Cllr.Ron Shewan |
| **0085** | **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*** |
| **0086** | **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*** |
| **0087** | **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 item 0088**Item 0088 was approved |

**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 suitable 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.**