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 14th March 2022 at 1pm at 122 Poulton Road**

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

**MINUTES**

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| **0038** | **Opening of the meeting. In the absence of *Cllr. Maureen Blair,* *FTC* *Chairman Cheryl Raynor***  Present: Cllr. Cheryl Raynor, Cllr. Craig Armstrong, Cllr. Mary Stirzaker and CEDO Lauren Harrison |
| **0039** | **To receive apologies for absence. *Chairman***  Cllr. Rachel George  Note of absence: Cllr. Ron Shewan |
| **0040** | **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 noted |
| **0041** | **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 noted |
| **0042** | **To consider and approve the minutes of the Allotments Committee Meeting of the 7 December 2021 (enclosed). *Chairman***  Approved and signed |
| **0043** | **The committee Chairman reminds all members to take note of the standing guidance at appendix A below. *Chairman***  Noted |
| **0044** | **To receive and approve the resignation of the Chairman Maureen Blair from the Committee.**  The Allotments Committee have accepted Cllr. Maureen Blair’s resignation due to her work commitments. We would like to thank her for the work that she has put into the Larkholme Avenue Allotments throughout her time on the committee. |
| **0045** | **To consider and approve a new Chairman.**  The decision to appoint a new Chairman of the Allotments Committee has been deferred until the next committee meeting as it was felt that there was not enough committee members to make the decision. Cllr. Rachel George and Cllr. Mary Stirzaker have both put themselves forward for Chairman at present. |
| **0046** | **To update the committee on the progress for the hedge trimming of the leylandii trees and approve part 2 of the quote (enclosed)*. CEDO***  The Allotments Committee agreed to pay the additional quote provided by David Whiteside at Lone Rook in full. It was also suggested that a quote be obtained by David for a rolling contract for a November start annually. Action: CEDO |
| **0047** | **To receive an update for the welfare units (Item 0032 deferred from previous meeting) *Cllr Blair***  Following the struggle to obtain quotes for welfare units, the committee have decided to look for alternative toilet facilities   * composting toilets and other alternatives * a facility with running water   A meeting needs to be arranged with a WIAPS plumber to assess the costs for plumbing into the mains. Action: Leah |
| **0048** | **To consider any updates relating to Plot 22 and to approve any decisions. *CEDO***  The committee have decided to allow the plot for rent whilst a proper portfolio is put in place for a potential Forest School. When the plot is tenanted and if the tenant decides to vacate the plot, we can assess progress then. Action: CEDO |
| **0049** | **To consider and approve to the action for the tenant of the unworked plot. *All***  Tenant to be issued letter. Action: CEDO |
| **0050** | **To consider and approve the next steps for the tenant with outstanding rent arrears. *All***  One month’s notice to be given to the tenant to vacate their plot. The plot will then go out for letting. Action: CEDO |
| **0051** | **To consider and approve the removal of the rat traps. *All***  The committee voted for the removal of the rat traps. The Clerk is to contact the person who put them out initially for removal. Action: Clerk |
| **0052** | **To consider and approve a weekly plan for attending the Allotments whilst issues are dealt with. Cllr George**  Cllr. Rachel George and the CEDO have agreed to visit the allotments once a week – the arrangement shall be reassessed at the following meeting. Cllr. George to liaise with the CEDO. Action Cllr. Rachel George |
| **0053** | **To consider and approve having a skip on the Allotments. *CEDO***  It has been agreed to hire one large skip for the use of the tenants on site. Date TBC. Action CEDO |
| **0054** | **To discuss and agree items for the next Agenda. *All***   * To update the committee on the potential rolling contract for Lone Rook * To update the committee on the allotment car parking spaces following correspondence with WBC * To assess the planting and maintenance of the car parking area with the FTC |
| **0055** | **To consider and agree the date and time of next meeting. *CEDO***  14 March 6pm at 122 Poulton Road |

**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.**