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Fleetwood Town Council

Onward to a Better Future

Agenda Allotment Committee Meeting

Tuesday 13th January 2026 at 6pm

Warrenhurst Hall, Warrenhurst Road

Robbie Raynor (Chairman) – Signature:

Minutes

029	<p>Opening of the meeting – Chairman.</p> <p>The Chairman welcomed all to the meeting.</p>
030	<p>To receive and record apologies – Chairman.</p> <p>Present: Chair, Councillor Raynor, Councillor Swatton, Councillor Kuruvakadua, Assistant Clerk RH.</p> <p>Plot Holders and buddies: PS, CV, JS, HR, SJ, CO, WT, PG, SR, DO.</p> <p>MoP: SS</p> <p>Apologies received: from plot holders PW and JG.</p> <p>Not present (and no response) from Cllr Alice Jones.</p>
031	<p>To review and approve the minutes from the previous meeting, held, November 2025 – Chairman.</p> <p>The minutes of the meeting were accepted by those who had been in attendance</p> <p>Approved by RR</p> <p>Seconded by HS and CV</p>

032	<p>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.</p> <p>None</p>
033	<p>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.</p> <p>None</p>
034	<p>Update on Committee Members – to be voted at FTC January meeting.</p> <p>Plot holders informed voting will be done at the end of January.</p>
035	<p>Update on security – lock issues (please contact FTC). CV</p> <p>It was agreed that a new robust lock would be bought with a cover - CV/RH to research best options.</p>
036	<p>Update regarding vacant plots and waiting lists – RH (Assistant Clerk).</p> <p>RH updated the plot holders that there are 5 vacant plots and currently 14 people on the waiting list.</p>
037	<p>Issue regarding bird seed – HR.</p> <p>It was agreed that all bird seed will be kept in a bird feeder or on a bird table and kept off the ground.</p>
038	<p>Cats on the allotment site – HR.</p> <p>It was agreed that all cats that come onto the allotment site should not be fed by the plot tenants, with the exception of the one cat still left and only enough food left out for a day at a time.</p>
039	<p>Emergency contact – CV</p> <p>It was agreed that a new emergency contact(s) should be provided. Tenants were asked to provide their details if they were happy to be classed as an emergency contact. – RH to put together an emergency contact list.</p>
040	<p>Update on points for discussion at next meeting – Chairman / ALL.</p> <ul style="list-style-type: none"> • To discuss update for allotment contracts – agreed a new tenancy agreement to be written – RH to begin writing a new agreement.

	<ul style="list-style-type: none"> • Inspection update – tenants informed plots were not up to standard and letters were to be sent out regarding the outcome of the spot checks - RH to send out letters • To discuss update on trees – informed work on trees being completed. • Update on treasury – no budget for allotment in precept.
041	To set a date and time for the next meeting – Chair / All. It was agreed that the next meeting would be 17/02/2026, 6pm at Warrenhurst Hall.

APPENDIX A

Standing Guidance for Committee Business

1. All decisions resulting in actions to be taken by council staff or individual members 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 xxx to assist with seeking volunteers for xyz”.

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 email 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 for the quotes, for the committee to consider. Committee members should discuss with the clerk who will be happy to provide advice on the way forward.

