



Fleetwood Town Council

Onward to a Better Future

Allotment Committee Meeting

Tuesday 23rd June 2026 at 6pm

Rossall Room, North Euston Hotel

Councillor Robbie Raynor – Signature:

MINUTES

100	Opening of the meeting – <i>Chairman</i>. The Chairman welcomed everyone to the meeting. Present: Cllr R Raynor and Rebecca Hove (RH), Assistant Town Clerk Committee members: SJ, WT and CO. Plot tenants/buddies: PS, HR, PW, AH, PG, LI and LS.
101	To discuss update regarding Committee policy – <i>RH</i> RH informed all tenants that the Committee policy had been approved at the AGM meeting on 26th May 2026.
102	To inform tenants of result at Full Council AGM regarding Committee. <i>RH</i> RH informed all tenants that the Councillors on the Allotment Committee are: Cllr Robbie Raynor (Chairman) Cllr Harry Swatton (Vice Chairman) Cllr Mary Belshaw Cllr C Raynor The tenants who were ratified and have become allotment committee members are: Wendy Taylor (Plot 12)



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	Stephen Jinks (Plot 17) Christine Owen (Plot 18). There are currently three vacancies on the committee, tenants will be able to apply in around 6 months but must meet the criteria before asking to be considered for the committee. Copies of the approved Committee policy will be sent to all tenants, and it will be added to FTC website. RH to Action this.
103	For Councillors and Committee members to sign Committee policy. <i>All Cllrs and members.</i> For those in attendance, members and Councillors signed the policy. The policy will be sent to those not in attendance for signing. Action: RH to send out policy to those not in attendance.
104	To receive and record apologies – <i>Chairman.</i> Received apologies from: Cllr C Raynor and Cllr H Swatton. Not present and no apologies from: Cllr M Belshaw.
105	To review and approve the minutes from the previous meeting, held 19th May 2026 – <i>Chairman.</i> Minutes deferred to next meeting on Tuesday 14th July 2026.
106	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 – <i>Chairman.</i> No one indicated.
107	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 – <i>Chairman.</i> No one indicated.
108	Update regarding soil testing quote from Soil Ex – <i>RR</i>



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	RR was planning to look elsewhere due to no response from Soil Ex, however it was decided to wait for the results from Wyre before deciding whether to test the soil at the allotment site. RR to monitor Wyre's progress and to discuss at a later date once Wyre release their results.
109	Lone Working Policy – <i>RH</i> RH informed all tenants regarding a new Lone Working Policy. Action: RH to email all tenants a copy and to add the policy to the website.
110	Update Emergency contact list (out of hours contact) – <i>RH</i> RH informed tenant's emergency contact list was complete. Action: RH to add emergency contact list to the noticeboard at the allotment site.
111	General points for discussion – <i>Chairman / All.</i> - Reminder regarding feeding the birds – <i>RR</i> Reminder given to all tenants. - No BBQ's/fires on allotment – <i>HR</i> Tenants would like for the 'no fires/BBQ's' in the tenancy agreement to be reconsidered. Tenants would like to be able to burn rotten wood, certain types of weeds etc, they would also like to be able to have BBQ's. Action: RH to speak further with tenant, to discuss with Town Clerk, to look at fire risk assessment and liaise with Fleetwood Fire Station regarding fires on an allotment. Further issues raised: Tenant raised issue regarding tap at Plot 4, tap is leaking. Action: RH to speak to Estates Supervisor. Committee member requested plot 22 to be cut down. Action: RH to speak to Estates Supervisor.
112	To set a date and time for the next meeting – <i>Chair / All.</i>



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	Next meeting: Tuesday 14 July at 6pm, Rossall Room, North Euston Hotel It was discussed to move the meeting to a later time going forward to make it easier for those who work/have other commitments to be able to get to the meeting on time. It was agreed meetings would now begin at 6.30 pm. Next meeting Tuesday 14th July, 6.30 pm, Rossall Room, North Euston Hotel.
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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.