

Charlton Kings Parish Council

26 Church Street Church Piece Charlton Kings Cheltenham GL53 8AR

ALLOTMENTS COMMITTEE

Monday 14th October 2019 at 7.00pm

PUBLIC NOTICE OF MEETING AND AGENDA AS CIRCULATED TO ALL MEMBERS OF CHARLTON KINGS PARISH COUNCIL

Membership: Cllrs Palmer (Chairman), Williams, Holt

Allotment Site Representatives: Dr John Brooks (Ryeworth), Ms Michelle Kirby (Ryeworth)
Mr Maurice Febry (Sappercombe)

You are hereby summoned to a meeting of the Parish Council Allotments Committee to be held in the **Conference Room**, Stanton Suite, Church Piece, Charlton Kings, on **Monday 14th October 2019** at **7.00pm**. **PLEASE NOTE CHANGE OF START TIME.**

Mrs Joanna Noles
Clerk to the Parish Council
04/10/2019

Members of the public are welcome to address the Committee in the public session from 7.00pm until 7.10pm. Questions not notified prior to the meeting may require a written response.

AGENDA

- 01/19/20** **Recording and filming of meetings** The Chairman will ask all those present if any member of the public is intending to record or film the meeting.
- 02/19/20** **Apologies** to be received.
- 03/19/20** **Declarations of Interest** To receive declarations of interest in respect of the agenda items below (Localism Act 2011).
- 04/19/20** **Election of Vice-Chairman** The Committee to appoint a Vice-Chairman for 2019/20.
- 05/19/20** **Minutes of previous meeting** To approve the minutes of the meeting held on the 11th February 2019 (previously circulated).
- 06/19/20** **Terms of Reference** To review and agree the Committee's Terms of Reference

- 07/19/20** **Reports from Site Representatives** To receive reports from the ASRs for Ryeworth and Sappercombe.
- 08/19/20** **Plot inspections** To report on the plot inspections carried out in June and actions taken.
- 09/19/20** **Vacant plots** To report on the current position on waiting lists and vacant plots
- 10/19/20** **Allotments Competition** To review the 2019 competition and to consider arrangements for 2020.
- 11/19/20** **Tenancy documentation** To agree revision of tenancy agreement document and Terms and Conditions
- 12/19/20** **Allotment charges** To discuss plot rent and water charges for next year
- 13/19/20** **Security review** To review site security measures in light of recent vandalism
- 14/19/20** **Action Plan 2019/20** To report on progress made with the Action Plan for the current year and on the current budget position.
- 15/19/20** **Projects for 2020/21** To agree on projects for 2020/21 and their budget implications.
- 16/19/20** **Any other business** To report on any other matters for information.

Please be aware that this meeting may be filmed or recorded

Date of next meeting: Thursday 12th December 2019 at 7.00pm