



**A meeting of the Trustees of Gift of A Burrow for Allotments will be held on
Tuesday 10 July 2018 at 6.30pm at the Hayridge Centre**

Judy Morris

SIGNED: Mrs Judy Morris (Town Clerk)

DATE: 3 July 2018

Membership: Town Mayor Cllr Iain Emmett, Cllrs Eileen Andrews, Jordann Barge, James Buczkowski, Janet Johns, Liza Oxford-Booth and Rachel Sinclair.

AGENDA

1. **APOLOGIES:** To receive apologies for absence.
2. **CHAIRMAN:** To elect a Chairman.
3. **MINUTES:** To approve the Minutes of the previous meeting held on 29 November 2017 (Appendix A).
3. **ALLOTMENT ASSOCIATION:** To consider any matters that the Allotment Association wishes to bring to the attention of the trustees.
4. **UPDATE REPORT:** To receive report and agree any action required (Appendix B)
5. **FINANCE:** To approved Income and Expenditure accounts 2017.18 (Appendix C)
6. **MATTERS RELATING TO TIVERTON ROAD ALLOTMENTS**
 - (i) **Hedge cutting:** To consider writing a specification in order to obtain quotes for the reduction of hedge and trees along the hedge between allotment field and recreation field.
 - (iii) Any other matters relating to the Tiverton Road Allotment site.

- 7. Date and time of next meeting:** Tuesday 11 September at 6.30pm at the Hayridge Centre

This meeting is open and members of the public are welcome to attend

APPENDIX A



Minutes of a meeting of the Trustees of Gift of A Burrow for Allotments held on Wednesday 29 November 2017 at 2pm at Cullompton Town Hall

Trustees: Town Mayor Cllr Iain Emmett and Cllrs Rachel Sinclair, Eileen Andrews, James Buczkowski and Daniel Barnes

Present: Town Mayor Cllr Iain Emmett (in the chair) and Cllr James Buczkowski

Also in attendance: John Wright, John Raynor and Nigel Middlewick (Cullompton Allotment Association) and Mrs J Morris – Clerk

1. **APOLOGIES:** Cllr Eileen Andrews (personal).
2. **MINUTES:** The Minutes of the previous meeting held on 25 October were approved.
3. **CULLOMPTON ALLOTMENT ASSOCIATION:** To consider any matters that the Allotment Association wish to bring to the attention of the trustees:

NOTE: It was agreed to move Agenda Item 6 to this stage of the meeting:

4. MATTERS RELATING TO TIVERTON ROAD ALLOTMENT S

- (i) **At a meeting of the General Purposes Committee held on 2 November 2017 it was resolved as follows: *"to make clear the relationship between the Town Council and the Allotment Association within the policy ready for acceptance at the next General Purposes Committee"*.**

The Allotment Association representatives explained that the Association was formed to represent its members on the Tiverton Road allotment site. It is open to all Tiverton Road tenants to join and existing tenants who are not members can apply to join by email. It is a collective voice for the members.

- (ii) **To consider email from Allotment tenant with regard to the allotment policy and other allotment matters:** Discussion included:

- **Association membership:** Whilst the Association is happy to assist and work with others to set up associations for the other sites they are not interested in expanding their membership to other sites. It was accepted that the Association has valid reasons for this.
- **Collection of Association subscriptions:** It was considered that this is a legitimate function of the Town Council as it would do the same for any other association on any other site.
- **Non-Association members:** In order to ensure that non-association members are not disadvantaged the Council will ensure that they are made aware of the dates of trustee's meetings so that they have the opportunity to attend or raise concerns should they wish to.
- **Allocation of plots:** As there is currently a waiting list for allotments, new tenants will be offered half plots unless it is a "poor condition" plot which they are willing to bring back to a good standard and that no-one else wants. Tenants will not be entitled to more than one whole plot unless there is no waiting list.

(iii) **To consider posting Minutes and other information relating to allotment matters on the Town Council website in response to concerns raised by allotment tenants:** It was agreed that, in future, the Minutes of trustees meetings will be published on the Town Council website.

(iv) **To consider any other matters relating to Tiverton Road allotments:** Town Council to provide the Allotment Association with bait and bait boxes for vermin.

4. **UPDATE REPORT:** Clerk reported currently 6 people on waiting list (for all allotment sites). There is also one person waiting for a second plot and another waiting for a third plot. Rent for two plots (which is due at the end of September) is still outstanding.

AGREED: To carry out a plot inspection of the plots for which rent is outstanding to assess the condition and decide whether to give notice to quit.

5. **FINANCE:** To review Income and Expenditure report and confirm transfer of funds to St Andrews Church PCC, People Matter for the benefit of the Cullompton Foodbank.

AGREED: That, as £1188.86 was carried forward from 2016/17, £500 is donated to St Andrews Church PCC, People Matter for the benefit of the Cullompton Foodbank in accord with the charity's Trust document which states as follows: *"to distribute any surplus income of the said premises amongst poor parishioners of Cullompton in the form of fuel, food, clothing or blankets at Christmas every year"*.

5. **Risk Assessment and Health & Safety Information sheet:** Noted.

6. **Date and time of next meeting:** TBA: (February 2018)

SIGNED: _____

DATE: _____

DRAFT

APPENDIX B

GIFT OF A BURROW FOR ALLOTMENTS

REPORT TO: Trustees

PREPARED BY: Town Clerk

DATE: July 2018

- 1. Cutting of hedges:** The Council employs a regular contractor to cut the roadside hedge and the hedge between the allotment field and the recreation field each year in September. This entails just reducing the width of the hedge and a general tidy up. The hedge now requires more substantial work to reduce the height and remove trees which have grown in the hedge. In order to obtain estimates for the work we will need to first produce a specification of what work is required.
- 2. Waiting list:** Currently 3 plus one person waiting for a second plot and another waiting for a third plot.
- 3. Rent:** Due at the end of September, letters to be sent at the beginning of September. We will also be sending out forms to meet the requirements of the GDPR.
- 4. Allotment Inspections:** Council representatives have carried out a couple of inspections plus the allotment judging, RE-inspection of untidy plots to be carried out in near future.
- 5. Minutes and Agendas:** Now being published on the Council's website

http://www.cullomptontowncouncil.gov.uk/Gift_of_A_Burrow_for_Allotments_18444.aspx
- 6. Vermin traps;** These have been purchased by the Town Council and given to the Allotment Association.
- 7. Water Butts:** The Allotment Association has now decided that it no longer requires the Council to purchase the water butts it had originally requested.

CULLOMPTON TOWN COUNCIL

GIFT OF A BURROW FOR ALLOTMENTS

RECEIPTS AND PAYMENTS 2017/18

2016.17		2017.18
	INCOME	
965.00	Allotment rents	972.00
259.00	Allotment Association fees	273.00
1224.00		1245.00
	EXPENSES	
259.00	Allotment Association fees	273.00
146.37	Water	105.70
273.60	Skip	276.00
	Donation to St Andrews PCC (Foodbank)	500.00
500.00	Administration charge	500.00
	Plot Markers	13.00
	Hedge cutting	35.00
1178.97		1702.70
1143.83	Balance in reserve at 1st April 2017	1188.86
1224.00	Add total income	1245.00
2367.83		2433.86
1178.97	Less total expenditure	1702.70
1188.86	Balance at 31st March 2018	731.16

