



**A meeting of the Gift of A. Burrow for Allotments Sub-Committee will be held on  
Tuesday 12th February 2019 at 6:00pm at the Hayridge Centre**

*Judy Morris*

**SIGNED:** Mrs Judy Morris (Town Clerk)

**DATE:** 4 February 2019

**Membership:** Councillors: Iain Emmett, Eileen Andrews, Jordann Barge, Janet Johns, Liza Oxford-Booth & Will Jones.

**PUBLIC QUESTION TIME: 15 minutes is set aside at the beginning of the meeting to enable members of the public to bring issues relevant to the Committee to the attention of Councillors. Up to 3 minutes is allowed for each question.**

**It may not be possible to reply and the question may only be noted. The question will be recorded and a response sent within 10 working days.**

## **AGENDA**

- 1. APOLOGIES:** To receive apologies for absence.
- 2. DECLARATIONS OF INTEREST UNDER THE CODE OF CONDUCT:** Members are reminded of the requirement to declare any interest, including the type of interest and reason for that interest, either at this stage of the meeting or as soon as they become aware of that interest.
- 3. CHAIRMAN:** To elect a Chairman for this meeting.
- 4. PUBLIC QUESTION TIME:** To receive questions from members of the public present at the meeting.
- 5. MINUTES:** To approve the Minutes of the previous (Extraordinary) meeting held on 20 December 2018 (Appendix A)
- 6. FINANCES:** To receive Income & Expenditure report (Appendix B)

7. **CULLOMPTON ALLOTMENT ASSOCIATION:** To consider any matters that the Allotment Association wish to bring to the attention of the Trustees
8. **REPORT:** To receive update with regard to an allotment shed and to consider the provision of a skip for the removal of shed contents. To agree any further action to be taken.
9. **INSPECTIONS:** To agree a date to carry out an inspection of the Tiverton Road Allotment site.
10. **DATE & TIME OF NEXT MEETING:** To confirm the date and time of the next meeting.

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- In accordance with the **Public Bodies (Admission to Meetings) Act 1960**, members of the public and press are very welcome to attend this meeting.
  - Members of the public will only be permitted to speak at the beginning of the meeting during Public Question Time.
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## APPENDIX A



**Minutes of an extraordinary meeting of the Gift of A. Burrow for Allotments Sub-Committee  
held on  
Thursday 20 December 2018 at 4.00pm at the Town Hall**

**Present:** Councillors: Iain Emmett, Janet Johns, Liza Oxford-Booth & Lloyd Knight

**Also Present:** Nigel Middlewick (Cullompton Allotment Association)

**Clerk:** Maria Weston (Deputy Town Clerk)

1. **APOLOGIES:** Received and accepted from Cllr. Eileen Andrews (illness).  
**RESOLVED:** To accept apologies from Cllr. Andrews.  
**Proposed:** Cllr. Johns **Seconded:** Cllr. Oxford-Booth.
2. **CHAIRMAN:** To elect a Chairman for this meeting.  
**RESOLVED:** That Cllr. Liza Oxford-Booth is elected as Chairman for this meeting.  
**Proposed:** Cllr. Knight **Seconded:** Cllr. Emmett
3. **DECLARATIONS OF INTEREST UNDER THE CODE OF CONDUCT:** None
4. **PUBLIC QUESTION TIME:** To receive questions from members of the public present at the meeting.
  - Mr. Middlewick did not have a question but spoke about the shed on the Tiverton Road allotment site (Agenda Pt. 7) which potentially contained asbestos. He informed the committee that he had endeavoured to secure assistance from members of the Cullompton Allotment Association to help dismantle/remove the shed once any asbestos (if present) had been removed but unfortunately there had been no offer of help. Mr. Middlewick informed the members that the view of the committee of the Cullompton Allotment Association was that the Gift of A. Burrows Charitable Trust should not pay for any works at the allotment site, including the hedge cutting.
5. **MINUTES:** To approve the Minutes of the previous meeting held on 11 September 2018.  
**RESOLVED:** That the Minutes of the meeting held on 11 September 2018 were approved and accepted as a true record of the meeting.  
**Proposed:** Cllr. Emmett **Seconded:** Cllr. Johns.
6. **FINANCES:** To receive Income & Expenditure report. Noted.

7. **REPORT:** To receive update with regard to the condition of an allotment shed and to agree any action to be taken.

The Clerk informed members that an assessment of the shed had now been carried out by an external (qualified) company who have determined that asbestos is present within the shed (the bottom of the shed is covered in asbestos sheets). The Committee were provided with a copy of the quotation to remove the asbestos. The members felt this was very good value for money and agreed the asbestos would need to be removed from the shed as it was a potential health & safety concern.

NB: The shed itself is in a general state of disrepair and once the asbestos is removed will probably mean that the shed will be unsafe to leave on site as it would be 'structurally unsound'. Discussion ensued about whose responsibility it was to remove the shed.

**RESOLVED:** That the quotation from Wakeham Asbestos Services Ltd. in the sum of £375.00 + VAT is accepted.

**Proposed:** Cllr. Emmett **Seconded:** Cllr. Johns.

**RESOLVED:** That the Clerk liaises with the tenant of the plot (which contains the shed) to determine how they wish to proceed in terms of having the remainder (once the asbestos has been removed) of the shed dismantled and disposed of.

**Proposed:** Cllr. Oxford-Booth **Seconded:** Cllr. Johns

8. **DATE & TIME OF NEXT MEETING:** Tuesday 8 January 2019 at 6:00pm at the Hayridge Centre.

*With no further business, the Chair thanked attendees and closed the meeting at 4:15pm*

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It is certified these Minutes are a true and accurate record of the meeting:

Signed:.....

Name:.....

Date:.....

## GIFT OF A BURROW FOR ALLOTMENTS

**1 APRIL 2018 - 4 JAN 2019**

<b>2017.18</b>	<b>2018.19</b>
<b>INCOME</b>	
972.00 Allotment rents	803.00
273.00 Allotment Association fees	238.00
<b>1245.00</b>	<b>1041.00</b>
<b>EXPENSES</b>	
273.00 Allotment Association fees	238.00
105.70 Water	120.00
276.00 Skip	0.00
500.00 Donation to St Andrews PCC (Foodbank)	0.00
500.00 Administration charge	0.00
13.00 Plot Markers	0.00
35.00 Hedge cutting (estimated contribution based on previous quote)	0.00
0.00 Wasp nest removal	144.00
0.00 Purchase of bait boxes	17.85
0.00 Repairs to tap Labour and materials	41.31
Asbestos removal	450.00
<b>1702.70</b>	<b>1011.16</b>
1188.86 Balance in reserve at 1st April 2018	731.16
1245.00 Add total income	1041.00
<b>2433.86</b>	<b>1772.16</b>
1702.70 Less total expenditure	1011.16
<b>731.16</b> Balance to carry forward	<b>761.00</b>

NB: Committee needs to consider, in light of the current balance:  
 Whether to /how much to contribute to the cost of the hedge & tree works needed between the allotment and the Upcott Recreation Field (Total cost £2,920.77 +VAT);  
 Whether to pay for a skip to remove the shed contents from a plot (where asbestos was inside the shed) -  
 Approximate cost £275.00

