



**A meeting of the Gift of A. Burrow for Allotments Sub-Committee will be held on
Thursday 21 November 2019 at 6:00pm at the Town Hall**

Judy Morris

SIGNED: Mrs Judy Morris (Town Clerk)

DATE: 15th November 2019

Membership: Councillors: Eileen Andrews, Janet Johns (Chair), Will Jones, Ian Morton, Russell Murch, Michelle Rowe + Lloyd Knight (Ex-officio)

Members of the public are very welcome to attend this meeting

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. PUBLIC PARTICIPATION:** 15 minutes is set aside at the beginning of the meeting to enable members of the public to raise matters which are relevant to the work of the Committee. Up to 3 minutes is allowed for each question. It may not be possible to reply straightaway and the question may only be noted and a written response sent at a later date.
- 4. MINUTES:** To approve the Minutes of the meeting held on 19 September 2019 (Appendix A)
- 5. CULLOMPTON ALLOTMENT ASSOCIATION:** To consider any matters that the Allotment Association wish to bring to the attention of the Trustees.
- 6. ALLOTMENT FINANCES:** To receive report detailing financial position (Appendix B)
- 7. ALLOTMENT SITE SECURITY:** To receive report on braille combination lock (Appendix C)

8. **RECOMMENDATION:** that due to the commercial nature of the business to be discussed, the following item is dealt with as Part 2 business and, in accord with the Public Bodies (Admission to Meetings) Act 1960 and the Local Government Act 1972 the press and public are requested to leave at this point and the next section of the meeting is conducted in private.
9. **ALLOTMENT GATES:** To consider and approve estimate for the repair of 3 no. site gates (To be supplied separately)
10. **DATE & TIME OF NEXT MEETING:** To confirm the date and time of the next meeting.

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 the Public Participation section.



**Minutes of a meeting of the Gift of A. Burrow for Allotments Sub-Committee held on
Thursday 19 September 2019 at 6.00pm at the Town Hall**

Members: Councillors: Eileen Andrews, Mel Davey, Gordon Guest, Janet Johns (Chair) & Ian Morton
+ Will Jones (Ex-officio) & Lloyd Knight (Ex-officio)

Present: Councillors: Janet Johns (Chair), Mel Davey, Lloyd Knight & Ian Morton

Also Present: Nigel Middlewick – Cullompton Allotment Association

Clerk: Maria Weston (Deputy Town Clerk)

It is noted that this meeting is being recorded.

1. **APOLOGIES:** Received and accepted from Cllr. Andrews (unwell)
2. **DECLARATIONS OF INTEREST UNDER THE CODE OF CONDUCT:** Cllr, Davey declared a personal interest as he is an Allotment tenant at the Burrows Field site.
3. **PUBLIC QUESTION TIME: To receive questions from members of the public present at the meeting.**
Mr. Middlewick had comments in relation to Agenda items 7,8, & 9 and it was agreed that he could speak to these at the relevant points in the meeting.
4. **MINUTES:** To approve the Minutes of the previous meeting held on 15 August 2019.
RESOLVED: That the Minutes of the meeting held on 15 August 2019 are approved and accepted as a true record of the meeting.
Proposed: Cllr. Morton Seconded: Cllr. Davey Vote: 3 no. in favour 1 no. abstention (as not present at the meeting)
5. **CULLOMPTON ALLOTMENT ASSOCIATION:** To consider any matters that the Allotment Association wish to bring to the attention of the Trustees.
The Clerk advised that the Chairman of the Cullompton Allotment Association had e-mailed comments in relation to Agenda item 8. Allotment Association Fees and it was agreed these would be addressed at the relevant point of the meeting.
6. **FINANCES:** To receive report detailing financial position. Noted.
NOTE: The Clerk highlighted the current balance in the Charity's account of £227.17 and advised this would need to be taken into account when determining any expenditure. The Finance Officer will adjust the accounts to show rental invoices and monies received which will then give an accurate picture of the finances including any debtors figure. Invoices have been sent out to tenants via e-mail and via post if no e-mail address is on record.

7. **ALLOTMENT GATES & SITE SECURITY:** To receive update on the position with the Allotment site (boundary) gates & locks.

Gates:

The Clerk advised that the contractor had assessed all 3 no. gates and had determined that they are in a fair condition but some work would be necessary to ensure that the gates are secure. The contractor is awaiting the price for metal posts which will be used to support the existing posts and will supply an estimate as soon as possible.

Locks:

Discussion ensued. Mr. Middlewick advised that combination locks could prove problematic with partially sighted individuals gaining access to the Allotment site. The middle site gate was the lowest and therefore more accessible for those with mobility issues. It was agreed that the Council would like to install 1 no. braille combination lock to assist partially sighted tenants and it was:

RESOLVED: The Clerk is to investigate costs for a braille combination lock suitable for use at the Burrows Field (Gift of A. Burrows/Tiverton Road) Allotment site and should supply these to the Committee at the next meeting.

Proposed: Cllr. Knight Seconded: Cllr. Johns Vote: All in favour

SmartWater:

The Police have been approached about arranging a SmartWater (security marking of assets e.g. gardening equipment) session. No date has been set as yet because the Police are still trying to arrange this with the relevant internal department.

8. **ALLOTMENT ASSOCIATION FEES:** To discuss the current position of the Town Council collecting the Cullompton Allotment Association subscription fees.

The Clerk explained that the Council collected the Cullompton Allotment Association's (CAA) subscription fee on its behalf. The fee is added to the Allotment rental invoices and the Finance Officer will write a cheque to pay the fees to the Association. The question has been asked of why the Council was collecting monies on behalf of the Association.

Discussion ensued:

Cllr. Morton said it may be a problem with the Council holding money on behalf of an outside body, as legally this was a separate organisation. It was agreed that it would be reasonable for non-association tenants to ask why the Council was collecting Association members' fees. Mr. Middlewick (as representative of the CAA) said that the Council has always collected the fees. The Clerk advised of her understanding, that this has only been the case for the last 2 no. years.

Cllr. Davey advised that he thought the Committee had agreed to collect the CAA fees at the last meeting but the Clerk advised this was not her recollection and checked the Minutes of the last 2 no. meetings, confirming this had not been resolved.

NOTE: The Clerk is to check back through the Minutes to determine exactly when/if the Trustees has resolved to collect the Cullompton Allotment Association fees on its behalf.

Mr. Middlewick asked the Committee to consider continuing to collect the fees as this system was already in place. He further stated that the Council did not charge other Allotment sites for any staff time used to run these sites and when work was needed the Council gets this done and pays for the work.

NOTE: It was agreed to refer this matter to the Community Wellbeing Committee as this issue relates to the Council (as it collects the CAA money) and not to the Gift of A. Burrows charity and its Trustees.

The Clerk is to liaise with the Administrative Assistant and Finance Officer to determine how much it costs to run the 3 no. Allotment sites for which the Council is responsible (i.e. Burrows Field, Haymans Close) and to refer this Agenda point and the findings to the next meeting of the Community Wellbeing Committee.

9. ALLOTMENT POLICY: To receive and to approve the new Allotment Policy.

Cllr. Morton advised that he felt this document was very good. He suggested 2 no. additions to Policy item no. 11 – Environmental Requirements & Objectives:

1. Minimal use of fossil fuels, such as those used in a rotavator or strimmer (to be included between points 11.4 & 11.5)
2. Cullompton Town Council actively encourages tenants' to reduce their carbon footprint (to be added under point 11 as an introduction)

Discussion ensued.

NOTE: The Committee are happy for the Clerk to add the above 2 no. points as stated above to the new Allotment Policy and to re-word as deemed appropriate - with these additions, the Committee are happy to adopt the policy.

RESOLVED: The Gift of A. Burrows for Allotments charity approve the Allotment policy.

Proposed: Cllr. Johns Seconded: Cllr. Morton Vote: All in favour

10. DATE & TIME OF NEXT MEETING: Agreed as Thursday 17th October 2019 at 6:00pm at the Town Hall.

With no further business, the Chair thanked attendees and closed the meeting @ 6:45pm

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

Signed:

Name:

Date:/...../.....

APPENDIX B

Report to: Gift of Alfred Burrows for Allotments Sub-Committee

Completed by: Maria Weston- Deputy Town Clerk

Date: 15th November 2019

RE: **Financial Report**

Bank Balance

The balance of the charities Bank account as @ 30th September 2019 (last Bank statement) is £926.17.

The Bank account balance reported to the Committee at its last meeting on 19th September was £227.17. This means that £699.00 has since been paid into the bank – this is comprised of tenant’s rental income + Cullompton Allotment Association (CAA) fees at £7.00 per member.

Debtors (Sales Ledger)

The Finance Officer will post the rental income received against the relevant sales invoices (Allotment rents). We will then be able to report an accurate debtors figure.

Creditors (Purchase Ledger)

There are no creditors at present.

Cullompton Allotment Association Subscription Fees

The Council currently invoices Tenant’s for their rents and also for their Association fees, which it collects on behalf of the CAA. The Finance Officer will pay these fees over to the CAA via cheque.

APPENDIX C

Report to: Trustees of the Gift of A. Burrows for Allotments Charity

Completed by: Maria Weston – Deputy Town Clerk

Date: 9th October 2019

Re: **BRaille LOCK**

Background:

At the last meeting of the Gift of A. Burrows Committee (19th Sept. 2019) it was:

RESOLVED: The Clerk is to investigate costs for a braille combination lock suitable for use at the Burrows Field (Gift of A. Burrows/Tiverton Road) Allotment site and should supply these to the Committee at the next meeting.

The Trustees felt that it was important for the Council to be mindful of an individual's visibility issues and that it would be helpful for any visually impaired Tenants to be able to access the site and their plot easily.

What is a braille lock?

Braille locks makes locking mechanisms accessible to the sightless/visually impaired individual with the idea of helping to make security tools usable.



NB: Sourced from: trendhunter.com

Designer: Edouard Guesne

Purchase

It has proven problematic to source a braille lock despite searching the Web. The Royal National Institute for the Blind (RNIB) have not heard of these locks and neither has their contact who they go to for technical advice. The lock above is perhaps relatively new and has been designed by a product designer working for a company in China. It may be that the lock is not currently for sale on the market. We will investigate further.
