



**A meeting of the Gift of A. Burrow for Allotments Sub-Committee will be held on
Thursday 16th January 2020 at 6:30pm at the Town Hall**

Judy Morris

SIGNED: Mrs Judy Morris (Town Clerk)

DATE: 10th January 2020

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 21st November 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. DATE & TIME OF NEXT MEETING:** To confirm the date of the next meeting as Thursday 20th February 2020.

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.

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Minutes of a meeting of the Gift of A. Burrow for Allotments Sub-Committee held on Thursday 21st November 2019 at 6.00pm at the Town Hall

Members: Councillors: Eileen Andrews, Will Jones, Janet Johns (Chair), Russell Murch, Ian Morton, Michelle Rowe & Lloyd Knight (Ex-officio)
Present: Councillors: Will Jones, Janet Johns (Chair), Russell Murch & Ian Morton
Clerk: Maria Weston (Deputy Town Clerk)

It is noted that this meeting is being recorded.

1. **APOLOGIES:** Received and accepted from Cllr. Andrews (unwell) & Cllr. Knight (personal)
2. **DECLARATIONS OF INTEREST UNDER THE CODE OF CONDUCT:** None.
3. **PUBLIC QUESTION TIME: To receive questions from members of the public present at the meeting.** None - No members of the public were present.
4. **MINUTES:** To approve the Minutes of the previous meeting held on 19th September 2019.
RESOLVED: That the Minutes of the meeting held on 19th September 2019 are approved and accepted as a true record of the meeting.
Proposed: Cllr. Johns Seconded: Cllr. Jones Vote: 2 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 (CAA) had e-mailed comments in relation to Agenda item 7. Allotment Site Security & hedge – these were noted.
6. **FINANCES:** To receive report detailing financial position. Noted.
NOTE: The Clerk supplied an updated financial statement: Debtors £175.00 & Bank balance £1,304.00 and this was also noted.

RESOLVED: To approve the Gift of A. Burrows financial statement.
Proposed: Cllr. Johns Seconded: Cllr. Jones Vote: All in favour

NOTE: Cllr. Morton joined the meeting.
7. **ALLOTMENT SITE SECURITY:** To receive report on braille combination lock. Noted.

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Discussion ensued. The Clerk advised that the Council had purchased new combination locks (to replace those owned by the CAA) and that these will be installed on the morning of Friday 29th November.

RESOLVED: That the Council should change the combination lock codes annually (at the very least). This action should be linked with the process of the review of allotment fees and in order to save on costs (postage), notification of lock number changes should be sent to tenants when they are also invoiced for their allotment fees.

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

8. **RESOLVED:** 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.

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

9. **ALLOTMENT GATES: To consider and to approve estimate for the repair of 3 no. site gates.**

RESOLVED: To approve the estimate from R S Agricultural & Technical Services in the sum of £326.40 (+ VAT)

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

10. **DATE & TIME OF NEXT MEETING:** Thursday 16th January 2020 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:/...../2020

APPENDIX B

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

Completed by: Maria Weston- Deputy Town Clerk

Date: 10th January 2020

RE: **Financial Report**

Bank Balance

The balance of the charities Bank account as @ 20th December 2019 (last Bank statement) is £1,405.17.

Debtors (Sales Ledger)

1 no. outstanding invoice (rent)	£ 20.00
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Creditors (Purchase Ledger)

There are 2 no. creditors:

1. Cullompton Allotment Assoc. (fees)	£246.00
2. External Contractor (Gate repairs)	<u>£391.68</u>
	<u>£637.68</u>

Therefore, total assets equate to: **£787.49**
(Debtors + bank balance – creditors)

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.
