



**A meeting of the Gift of A. Burrow for Allotments Committee will be held on  
Thursday 20<sup>th</sup> February 2020 at 6:00pm at the Town Hall**

*Judy Morris*

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

**DATE:** 13th February 2020

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

**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 per person. 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 16th January 2020 (Appendix A)
5. **ALLOTMENT TENANTS (NON-ASSOCIATION)** To consider any matters that tenants' wish to bring to the attention of the Trustees.
6. **CULLOMPTON ALLOTMENT ASSOCIATION (CAA) :** To consider any matters that the Allotment Association wish to bring to the attention of the Trustees.
  - To re-consider the collection of the CAA's subscription fees.
7. **ALLOTMENT FINANCES:** To receive report detailing financial position (Appendix B)
8. **ALLOTMENT INSPECTIONS:** To receive report and to agree inspectors and timetable (Appendix C)
9. **CORRESPONDENCE:** Any correspondence received after the date of this agenda.
10. **DATE OF NEXT MEETING:** To confirm the date of the next meeting as Thursday 19<sup>th</sup> March 2020.

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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 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 16<sup>th</sup> January 2020 at 6.30pm 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, Lloyd Knight & Ian Morton,  
**Clerk:** Maria Weston (Deputy Town Clerk)

It is noted that this meeting is being recorded.

As the Chair was absent it was:

**RESOLVED:** To elect Cllr. Knight as Chair for this meeting.

Proposed: Cllr. Morton Seconded: Cllr. Jones

1. **APOLOGIES:** Received and accepted from Cllr. Andrews (transport issues), Cllr. Johns (unwell), Michelle Rowe (personal) & Cllr. Murch (work).
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 21<sup>st</sup> November 2019.

**RESOLVED:** The Minutes of the meeting held on 21<sup>st</sup> November 2019 are approved and accepted as a true record of the meeting.

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

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 the Council's decision to stop collecting the Association's subscription fees (on its behalf) – these were noted. Discussion ensued and it was:

**RESOLVED:** That whilst the Committee did discuss the request from the Cullompton Allotment Association to review the Council's decision to cease the collection of the Associations fees (on its behalf) – The Trustees feel that they are unable to re-visit this topic and to make any associated decision, as in accordance with the Council's Standing Orders:

*‘A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 5 councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee’.*

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

**6. FINANCES:** To receive report detailing financial position. Noted.

**RESOLVED:** To approve the Gift of A. Burrows financial statement dated 10<sup>th</sup> January 2020.

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

**7. DATE & TIME OF NEXT MEETING:** Agreed as Thursday 16<sup>th</sup> February 2020 at 6:00pm at the Town Hall.

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

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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 Committee (GOAB)

Completed by: Maria Weston- Deputy Town Clerk

Date: 13<sup>th</sup> February 2020

**RE: Gift of A. Burrows for Allotments (Charity) –  
Financial Report**

### **Bank Balance**

The balance of the charities Bank account as at 5<sup>th</sup> February 2020 (last Bank statement) is £837.49.

### **Debtors (Sales Ledger)**

1 no. outstanding invoice (rent) £ 20.00  
(NB: 1 no. associated CAA fee also outstanding)

**Creditors (Purchase Ledger)** £ 00.00

Therefore, total assets equate to: **£857.49**  
(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 pays these fees over to the CAA via cheque.

#### **Please Note:**

1. The GOAB Committee (Trustees) referred the decision as to whether the Council should continue to collect CAA subscription fees (on its behalf) to the Community Wellbeing Committee.
  2. The Community Wellbeing Committee resolved that the Council would no longer collect the CAA fees, however, this decision should have been made by the Trustees of the charity – the Gift of A. Burrows Committee and *not* the Community Wellbeing Committee. This item has therefore been added to the Agenda for the GOAB meeting of 20<sup>th</sup> February 2020 and the Trustees will need to consider this matter again.
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## APPENDIX C

Report to: Community Wellbeing Committee/Gift of A. Burrows for Allotments Committee

Completed by: Maria Weston – Deputy Town Clerk

Date: 12<sup>th</sup> February 2020

**Re: Allotment Inspection Report**

### NOTE:

- **Hayman's Close & Top Field Allotment sites are the responsibility of the Community Wellbeing Committee**
- **Burrows Field (Tiverton Road) Allotment site is the responsibility of the Gift of A. Burrows for Allotments Committee (The Council is Trustee)**

In order to ensure that the Council's Allotment sites are maintained to acceptable standards and that the plots are being worked by tenants, it is important for regular Allotment inspections to be undertaken.

Comprehensive records of each plot and its tenant are kept by administration staff but unfortunately, due to various constraints, inspections of the sites have not been carried out at the required levels.

It has become apparent, that a (small) number of plots across the sites, have either been neglected, abandoned or unworked which is not ideal. At certain times of the year this has been especially detrimental as in some cases, neighbouring plots have been affected e.g. where weeds have taken hold and have spread their seeds onto adjacent areas. Additionally, there have been incidences where the Council has been unable to offer a vacant plot to an individual on the waiting list as it was not aware that a plot had been 'vacated'.

Accordingly, we now need to establish a firm schedule to ensure that our Allotment sites are regularly inspected.

Please could the Committee therefore agree:

1. which individual/s will be responsible for carrying out Allotment inspections;
2. the regularity of inspections (i.e. a timetable)