

APPENDIX A



Minutes of a meeting of the Trustees of Gift of A Burrow for Allotments held on Wednesday 26 July 2017 at 7pm 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 Councillors Daniel Barnes and James Buczkowski plus John Wright and Bryonie Falkingham (Cullompton Allotment Association)

Mrs J Morris – Clerk

1. **APOLOGIES:** Apologies were received and accepted from Cllr Eileen Andrews (personal).
2. **MINUTES:** The Minutes of the previous meeting held on 19 April
3. **CHAIRMAN:** Town Mayor Cllr Iain Emmett was elected Chairman for the meeting.
4. **CULLOMPTON ALLOTMENT ASSOCIATION: To consider any matters that the Allotment Association wish to bring to the attention of the trustees:** The Allotment Association representatives circulated a report to all those present and highlighted the following matters:
 - **Judging:** Agreed that this will be carried out on Saturday 29 July immediately following the Allotment Association Committee meeting. In future try and arrange for late June/early July.
 - **Allotment rent increase:** The Allotment Association consider that, as the current rent is currently sufficient to cover the allotment running costs, there is no justification to increase rents. The Association members carry out most of the routine maintenance work on the site whereas on the Council's own sites the Council staff carry out minor works.

There is a view that allotment rents should be kept "low and affordable" to encourage healthy eating and exercise.

- **Plot inspections and warning letters:** Concern that a few plots are in a poor state and warning letters to tenants are required. Investigate current situation and monitor if action is taken. It was noted that rents are due in September, if tenants are not keeping to the terms of their agreements then tenancy should not be renewed.

Aim to carry out plot inspections in early April and late August each year.

- **Health & Safety:** Concern about trip hazards as anything above ground level is a potential risk. Carry out a site inspection.
- **Legal responsibility:** The Allotment Association stressed that they are not responsible for the management of the site. They consider this to be the responsibility of the Town Council.
- **Maintenance of boundary hedges:** The Association requested that the lower section of hedge at the bottom of the lane leading from Tiverton Road is cut back, also the boundary hedge between the allotment field and the Upcott Field. Estimates to be obtained for the next meeting.
- **Improvements to access lane:** Consider access improvements e.g. surface of lane and ramps to access site. Look at drafting a long term plan.

5. **ALLOTMENT RENTS:** To review decision to increase rents from September 2018 to £35 (full plot) and £18 (half plot).

Note: Current charge is £30 for full plot and £16 for half plot.

AGREED: That, due to the unique nature of the site i.e. a registered charity, the decision made at the meeting on 17 January 2017 to increase rents from September 2018 is rescinded. Administration and maintenance costs to be reviewed. Rent for 2018/19 to remain at £30 for a full plot and £16 for a half plot.

5. **TRANSFER OF SURPLUS INCOME:** To approve transfer of surplus income of £688.86 to 'People Matter' at St Andrews Church for distribution to parishioners in need of assistance with fuel, food or clothing.

AGREED: That approval of the transfer of surplus income to 'People Matter' is deferred until the next meeting when it is anticipated that estimates will be available for the maintenance work.

6. **BANKING:** To review banking arrangements.

AGREED: That all trustees become signatories to the bank account. Any two to sign.

7. **ALLOTMENT JUDGING: To agree who and when:** The Town Mayor Cllr Iain Emmett and Cllr James Buczkowski offered to carry out the judging.
8. **UPDATE REPORT: To receive and discuss inspection report:** Inspection report discussed.
9. **ANY OTHER MATTERS:**
 - (i) **Review of “improvement” letters to tenants:** The Allotment Association asked that letters are reviewed at the next meeting.
 - (ii) **Resource Centre:** Successful opening since the last meeting, as well as being a resource centre it is also used for events and gardening talks and demonstrations.
10. **Date and time of next meeting:** Wednesday 23 August at 7pm.

SIGNED: _____

DATE: _____