

APPENDIX A



**A meeting of the Trustees of Gift of A Burrow for Allotments held on
Tuesday 17 January 2017 at 6pm at Cullompton Town Hall**

Trustees: Town Mayor Cllr Rachel Sinclair, Cllr Eileen Andrews and Cllr Chris Standford.

Those present: Councillors Rachel Sinclair, Eileen Andrews.

The Town Clerk

The Assistant Town Clerk (Clerk)

DRAFT MINUTES

1. **CHAIRMAN:** To appoint a Chairman for the civic year. Councillor Rachel Sinclair was appointed as Chair.
2. **APOLOGIES:** To receive apologies for absence. Apologies were received and accepted from Councillor Chris Standford (personal).
3. **MINUTES:** The Minutes of the Trustees meeting held on 21 July 2015 were adopted as a true and correct record of the meeting and signed as such.
4. **ACCOUNTS:** To receive and approve the 2015/16 Accounts. The Trust accounts for the Financial Year 2015/2016 were approved.
5. **ADMINISTRATION CHARGES:** To approve administration charges for 2016/17.

The Trustees resolved that the Town Council will charge the Trust £500 for administration in the Financial Year 2016/17.

6. **ALLOTMENT FEES:** To consider increase in allotment rents from September 2018 (Current charge is £30 for full plot and £16 for half plot).

The Trustees resolved that rents at the Tiverton Road Allotment Field will increase to £35 (full plot) and £18 (half plot) from September 2018.

7. **TRUST DOCUMENT:** To review the Trust Document. A discussion took place concerning the distribution of any surplus funds at Christmas. It was agreed that it would be good for the Trust to make a donation to a good cause.

The Trustees resolved to consider the matter of a donation of surplus fund to a worthy cause at the next meeting.

8. Any other matters relating to Tiverton Road allotments:

- a. There has been an on going dispute between some allotment tenants and the Allotment Association. The Town Clerk reminded the Trustees there had always been a good working relationship with the Association but that that relationship had deteriorated in recent months. As an additional matter, an allotment tenant has made some suggestions concerning the management of the Tiverton Road Allotment Field.

Concern raised by an allotment tenant about the lighting of a bonfire during the daytime. The Trustees agreed to source bonfire awareness leaflets and distribute to all allotment tenants and the Allotment Association.

- b. With regard to the recommendations made by an allotment tenant the Trustees resolved as follows:
- i. That the day-to-day management of the Allotments is delegated to the Cullompton Allotment Association. It was noted that it is not mandatory to join the Association.
 - ii. The Trustees will recommend to the Association that, with a view to openness and transparency, the Association's Constitution and Public Liability Insurance Certificate is made available, electronically or by hard copy, to all members of the Allotment Association on request.
 - iii. Cullompton Town Council will continue to carry out inspections and assessments of allotment plots and will continue to issue reminders to those that need to improve their allotment plot.

9. **Date and time of next meeting.** The next meeting will take place towards the end of April 2017. Representatives of the Allotment Association will be invited to attend this meeting.

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