



**Minutes of a meeting of the Gift of A. Burrow for Allotments Trustees held on  
Tuesday 22 February 2021 at 6:00pm**

**Membership:** Councillors E Andrews, J Buczkowski, M Dale, R Dietrich.

**Present:** Councillors R Dietrich (Chair), J Buczkowski, M Rowe.

*Councillor M Rowe was co-opted to the Board for this meeting only in order to achieve a quorum.*

**1. Apologies**

Apologies for absence were received and accepted from Councillor E Andrews.

**2. Declarations 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.

None declared.

**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.

None present.

**5. Minutes**

To approve the Minutes of the meeting held on 1 December 2020 (Supporting Paper A).

With some small amendments, it was **Resolved** that the minutes of the meeting held on 1 December 2020 were adopted as a true and correct record of the meeting and signed as such.

**6. Allotment Finances**

To receive report detailing financial position.

Resolved that the statement of the financial position of the Charity is noted.

It was considered that the financial statement should contain more detail including any bills that are outstanding.

**7. Allotment Association**

To receive an update from the Allotment Association and to receive matters for consideration at a future meeting.

The issues raised by the Allotment Association were noted. The condition of the footpaths will be inspected by the Trustees with letters to those who are undermining the pathways as appropriate. Councillor J Buczkowski will undertake to conduct a visit to the allotments and take pictures for consideration.

**8. Maintenance Matters**

To consider maintenance requirements at Burrow's Field including:

**Footpaths.** There are some instances of cultivation of allotment plots causing a relatively significant hazard to footing in some places (Supporting Paper C).

The matter of the condition of footpaths will be kept under review by carrying out routine inspections as necessary.

**9. To consider the Charitable Objective of Gift of A Burrow for Allotments**

To consider the Charitable Objectives of the Gift of A Burrow for Allotments Charity (Supporting Paper D).

This item is deferred until the next meeting and this meeting will concentrate on Governance.

Councillor J Buczkowski stated that he had some matters to put before the Trustees and that the discussion would likely take more time than was available at this time. It was:

**Resolved** that the next meeting of the Gift of A Burrow for Allotments Trustees would concentrate solely on matters of governance.

**10. Date of Next Meeting**

To confirm the date of the next meeting.



**Minutes of a meeting of the Gift of A. Burrow for Allotments Trustees will be held on Tuesday 06 April 2021 at 19:00**

**Chair:** Councillor R Dietrich.

**Councillors:** Councillors E Andrews, J Buczkowski, M Dale.

**Also Present:** S Reardon (Meeting Administrator), J Norris (Town Clerk), J Moyses.

1 member of the public.

**1. Apologies**

To receive apologies for absence.

There were apologies for absence received.

**2. Declarations 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.

There were no declarations of interests from members present.

**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.

**Speaker 1** – Spoke to obtain an update on his complaint concerning the condition of the footpaths at Burrow's Field.

Councillor J Buczkowski has carried out a part visit of the allotment paths and he believes that there could be an issue that needs to be addressed. A further site visit will take place and the matter will be considered at the next meeting.

**4. Minutes**

To approve the Minutes of the meeting held on 22 February 2021.

**Resolved** that the minutes of the meeting of 22 February 2021 are deferred until the next meeting.

**5. Gift of A Burrow for Allotments Governance**

To discuss the Governance of the Gift of A Burrow for Allotments allotment field.

**Resolved** that management of the allotments at Burrow's Field is not a function of the Charity and that the Town Council is requested to clarify the Charitable Aims of the Charity.

**6. Date of Next Meeting**

The next meeting of the Gift of A Burrow for Allotments Trustees will take place on 26 April 2021 commencing at 19:00.

19/04/2021

Gift of A Burrow

**Gift of A Burrow for Allotments**

11:38

**Detailed Balance Sheet - Excluding Stock**

**26 April 2021**

Month 8 Date 19/04/2021

**Supporting Paper C**

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<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
	<u>Current Assets</u>		
200	Current Bank A/c	1,428	
	<b>Total Current Assets</b>		<b>1,428</b>
	<u>Represented by :-</u>		
300	Current Year Fund	1,210	
310	General Reserves	218	
	<b>Total Equity</b>		<b>1,428</b>

**RECOMMENDATION:** To receive and to note Allotment Update Report

## GIFT OF A. BURROW ALLOTMENT FIELD UPDATE

### ALLOTMENT INSPECTION

**Present:** Cllr James Buczkowski; Cllr Robert Dietrich, Town Clerk, Admin Assistant

A full inspection of the allotments took place on 15 April 2021 and overall the allotments are being worked to an acceptable level. There are a few areas that need attention and the appropriate tenants will be notified.

**Intended Action:**

Tenants to be notified in writing.

### WASTE AREA

There is a small waste area at the top of the site against the hedge under a tree.

**Intended Action:**

The Council is to approach the Allotment Association and enquire if they would be prepared to maintain this area and the Council fund them accordingly.

### VACANCIES

One allotment has just become available and is in the process of being viewed.

**Intended Action:**

Allocate the allotment to the next person on the waiting list.

### WAITING LIST

There are currently nine people on the waiting list for a first allotment and five for an additional allotment. First allotments take priority over additional requests.