



**A meeting of the Gift of A Burrow for Allotments Trustees
held on Monday 26 April 2021 at 10:30**

Present:

Chair: Councillor R Dietrich.

Councillors: E Andrews and J Buczkowski.

Others present: S Reardon (Meeting Administrator), J Moyses (Allotment Administrator), J Norris (Town Clerk).

1. Apologies

To receive apologies for absence.

Apologies for absence were received and accepted from Councillor M Dale.

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.

No declarations were made.

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 – Requested that he be able to join the discussion at item 7. He was advised that Standing Orders would need to be suspended at that time and that a resolution would be required.

4. Minutes

To approve the Minutes of the meeting held on 22 February 2021 and 6 June 2021.

Resolved that the minutes of the meeting held on 22 February 2021 are adopted as a true and correct record of the meeting and signed as such.

Resolved that the minutes of the meeting held on 6 June 2021 are adopted as a true and correct record of the meeting and signed as such.

5. Allotment Finances

To receive report detailing financial position.

Resolved that the allotment financial report is noted.

6. Allotment Association

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

The following email was received from the Allotment Association:

“Waste Area under Apple Tree:

Following our committee discussion, we feel that this is a matter for the Trustees & Council to manage.

In the past we have tried to stop all plot holders from dumping "green waste" in this area but have not been successful.

We would suggest that the Town Council sends out an email to all plot-holders, telling them to stop dumping green waste in this area.

We would also suggest that the council puts in place at this site location a "council" notice saying something like "no dumping of green waste here"

If the council intend to remove the existing waste, then it should first decide exactly what it is going to do with that green waste.

Footpaths:

We do not understand exactly what the Trustees objectives are here.

The whole site slopes down from St Andrews end down to Tiverton road and this obviously results in some sloping foot paths especially at the higher end of the site.

The Trustees have around £1400 pound in the bank, with further plot rents due at the end of September.

We would suggest that there is an opportunity to invest in the site with some site access path improvements, via the three gates and the central access pathway.

In the past we have had some disabled access requirements onto the site and surface improvements on these access paths would help such access in the future and would also be a good investment for the future use of the site for all people.”

Resolved that a quotation is obtained to clear the rubbish heap at the top of the Burrow’s Field, all tenants are informed that no waste is to be disposed in this location, that signage is placed to deter waste tippers and that a penalty of forfeiture of their allotment plot is placed for those caught dumping waste at this location. Proposed Councillor R Dietrich, seconded Councillor J Buczkowski. J Buczkowski, E Andrews, R Dietrich.

Resolved that Standing Orders are suspended to allow a member of the public to participate in the following item.

Speaker 1 does not accept the view of the Allotment Association and feels that the undercutting of some of the plots at the top of Burrow’s Field is unacceptable. This, in his view, is a result of poor digging techniques. With regard to the waste area, there is a considerable amount of general waste in this area rather than merely green waste. He has noted that there are still people taking waste to this area. The dumping of waste in this area is not in accordance with the Allotment Policy and will need to be managed and has suggested regular inspections and communications with tenants.

Resolved that Standing Orders are resumed.

7. Maintenance Matters

To consider maintenance matters at Burrow's Field as follows:

- a. To consider the recent allotment inspection report (Supporting Paper D).

Resolved that a quotation is obtained to clear the rubbish heap at the top of the Burrow's Field, all tenants are informed that no waste is to be disposed in this location, that signage is placed to deter waste tippers and that a penalty of forfeiture of their allotment plot is placed for those caught dumping waste at this location.

The Assistant Town Clerk has been requested to formulate an Action List for the GoAB Trustees.

- b. To consider the condition of the footpaths at the Burrow's Field and any remedial action that may be required.

Resolved that the Town Clerk is approached to establish if kick boards can be installed by council staff or, if not, quotes are obtained to install kick boards where there are significant trip and fall hazards due to allotment undercutting where identified at the recent allotment inspection and as a matter of urgency.

8. Date of Next Meeting

To confirm the date of the next meeting. To be agreed once the meeting schedule has been agreed by the Full Council.

2/16/2019

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Detailed Profit and Loss Account - Excluding Stock Movement

Month 12 Date 04/02/2019

		Month Actual	YTD Actual
<u>Account</u>	<u>Sales/Income</u>		
1000	Rent	0	1,000
1010	Membership Fee	0	210
	Total Sales/Income	0	1,210
<u>Account</u>	<u>Indirect/Overhead Expenditure</u>		
4001	Warr	227	227
4002	Expense	1,165	1,165
	Total Indirect/Overhead Expenditure	1,392	1,392
	Operating Profit	(1,392)	(182)
	% Operating Profit		15.06%

21/01/2021

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Detailed Balance Sheet - Excluding Stock Movement

Month 12 Date 04/02/2019

A/c	Description	Actual	
	<u>Current Assets</u>		
200	Current Bank A/c	1,211	
	Total Current Assets		1,211
	<u>Current Liabilities</u>		
510	Accruals	1,175	
	Total Current Liabilities		1,175
	Net Current Assets		36
	Total Assets less Current Liabilities		36
	<u>Represented by:</u>		
300	Current Year Fund	(182)	
310	General Reserve	218	
	Total Equity		36

Report to: Gift of A Burrow for Allotments Trustees
Report by: The Assistant Town Clerk
Purpose: For information and decisions about future financial reporting and monitoring

Background

Mouls to the Gift of A Burrow for Allotments Charity ("the Charity") are dealt with as follows:

- Invoices are raised by Cullompton Town Council staff in the Charity finance package.
- Payment made by BACS is made straight to the Charity bank account.
- Payment by cheque is made straight to the Charity bank account.
- Payment in cash is made straight to the Charity bank account.
- Payment by card is paid to Cullompton Town Council and transferred to the Charity once all invoices paid by card have been settled (this is shown on a separate budget line (502) on the Town Council's accounts and when any of the Charity's money is in the Town Council account it is shown as a liability on the Town Council's Balance Sheet)
- Expenses incurred on behalf of the Charity by Cullompton Town Council are recharged to the Charity at year end.

These arrangements are by way of convenience only as the Town Council has access to electronic payment methods (such as the acceptance of card payments) and the Charity does not.

Current Projected Position

At the end of the Financial Year 2020-2021, the Charity had, when all liabilities were taken into account, a balance of £36.00 available to it. At the end of this report, there is a projection of income and expenditure that will be incurred by the Charity in the current financial year; from this projection, it can be seen that, with no other expenditure, there will be a balance of £356.00 at March 2022 and this will provide a small buffer in this financial year for unexpected expenditure such as security or pest control.

Rents are charged at £35.00 per annum for a full plot and £27.00 per annum for a half plot. This is the only source of income (excluding successful grant applications) for the Charity.

It should be noted that the Administration Fees payable are set at a nominal £500.00 and represent the time spent by the Administrative Assistant, Outdoor Operatives and the Finance Officer in managing the Burrow's Field including invoicing for rents. This does not represent an accurate summation of the time spent but the Administrative Assistant has estimated that she spends 450 hours per annum managing the allotments (¾ of her contracted hours) and the Finance Officer estimates 12 hours per annum spent on allotment business.

Requests for Expenditure

The Allotment Association has requested the following expenditure:

- The provision of a skip - £360.00. The last skip provided was in December 2020.

- The installation of a water stand pipe at the southern end of the site - £200.00¹.
- Provision of raised beds in one or more allotments to increase accessibility -- unknown cost as the scale of the project has not been discussed².

An allotment holder has previously raised concerns about the safety of the pathways and, on an allotment inspection visit earlier this year, the possibility was discussed of installing kick boards on the pathways at the higher end of the site, where there is a drop down from the path to the adjacent allotment(s).

Current Year Expenditure

At this time, the projects requested by the Allotment Association are not feasible in a financial sense. The Charity is just sustainable at this time; in order for capital expenditure projects to be carried out, rent for allotment plots will have to increase significantly and other sources of income investigated; a rent increase will not be possible until September 2023.

GIFT OF A BURROW FOR ALLOTMENTS TRUST PROJECTED INCOME AND EXPENDITURE

1 April 2021-31 March 2022

Carried Forward 2020/2021	£36.00	
PROJECTED INCOME		
Allotment Rents Sep 2021 (Invoices issued)	£1,070.00	
Association Membership (Invoices issued) ³	£238.00	
PROJECTED EXPENDITURE		
Association Membership ⁴		£238.00
Administrative Fees		£500.00
Water Rates		£250.00
TOTALS	£1,344.00	£988.00
OVERALL BALANCE	£356.00	

¹ Estimated cost including staff time and materials to install the stand pipe with a catch tray. It does not include the digging of the required trench to install pipework as the Allotment Association have stated that they will arrange for their members to dig this trench.

² Should such accessible allotment(s) be provided, the access to the site from Ilberton Road and the pathways around such allotment(s) will need to be considerably improved to allow for wheelchairs and other mobility aids.

³ Included here as the Council collects this fee on behalf of the Allotment Association and will be paid to the Allotment Association as requested by them.

⁴ Will be a contra entry in the finances report and will exactly equal the fees collected by the Council on behalf of the Allotment Association.

Future Financial Monitoring

It is recommended that as a minimum the financial information is presented to the Trustees quarterly and to the full Town Council Annually.