



**Minutes of a meeting of the Gift of A. Burrow for Allotments Trustees held on  
Friday 17 December 2021 commencing at 10:00 at Cullompton Town Hall,  
1 High Street, Cullompton, EX15 1AB**

**Those present:**

**Councillors:** J Buczkowski, I Emmett, K Haslett.

**Officers:** The Assistant Town Clerk.

**Others present:** Vice-Chairman of the Burrow's Field Allotment Association, 1 member of the public.

*In the absence of Councillor R Dietrich, Councillor K Haslett was elected as Chair of this meeting.*

**1. Apologies**

Apologies were received and accepted from Councillors E Andrews and R Dietrich.

**2. Declarations of Interest**

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 of interests were made.

**3. Public Participation**

As there were no members of the public present, this section of the meeting did not take place.

**Speaker 1** – Stated his belief that the notice should state that Trustees meetings should be listed as meetings of representatives of the sole Trustee. *It was clarified that the Summons was issued to Councillors appointed to this Committee.* He stated that this Charity does not have profit and loss accounts, particularly as a non-profit making body with such a small turnover. *It was clarified that the Auditor would be informed at the next Audit.*

**4. Minutes**

**Resolved** that the Minutes of the meeting held on 26 April 2021 were adopted as a true and correct record of the meeting and signed as such.

## 5. Financial Matters

- a. To receive the following documents relating to 2020/2021.
- (i) Profit and Loss account. It was noted that the Charity should not be run with Profit and Loss accounts as a non-profit making organisation. Following questions from Councillor J Buczkowski (see Annex A to these Minutes) answers were provided to questions submitted by email.
  - (ii) Balance Sheet. Noted.
  - (iii) Auditor's Report. Noted.
  - (iv) Annual Return 2020-2021 to the Charity Commission for approval.

### Resolved

- (a) that the 2020/2021 accounts for the Charity are accepted.
  - (b) that there is a clear process established for the Gift of A Burrow for Allotments Committee to approve all payments on behalf of Gift of A Burrow for Allotments Charity and that the whole financial framework for the Charity is solidified.
  - (c) that the Council is requested for a grant of £1,000 in order to bolster the accounts of the Gift of A Burrow for Allotments Charity by the closing date of 22 February 2022.
- b. To receive report detailing financial position. Noted.

## 6. Allotment Association

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

- a. **Water Taps.** To consider the proposal that the Allotment Association will arrange for current tenants to dig a trench for the required pipework to the southern end of the site with a stand pipe provided and connected by Town Council staff.

**Resolved** that, finances permitting, this project for the spring dependent on grant funding. The Allotment Association consider this a priority.

- b. **Plot Deposit.** To consider obtaining a refundable deposit for new allotment tenants in the event that plots become abandoned.

The Committee was unsure if this was feasible as it may exclude those on low incomes. The Allotment Association has no figure in mind but are concerned that, as there has been a number of abandoned plots over the years, the cost to the council of clearing these is excessive and might be covered, at least in part, by a deposit. Additionally, it may provide for the cost of weed suppression in the case of an abandoned plot. The Town Clerk has considered the taking of deposits for allotments and there is a feeling that the administration of such deposits could be considered excessive. The cost of clearing plots is excessive and is unlikely to be covered by the level of deposit that was retained. The issue of sub-standard plots is being addressed by

further inspections with earlier warnings to tenants responsible for them and earlier eviction if necessary.

- c. **Accessibility.** To consider the provision of accessible allotment plots, with raised beds, to enable those with limited mobility to access the benefits of allotment tenancy.

This was considered to be a good idea that would require working in partnership with the Allotment Association. There may be some grant funding available once plans are available. The Allotment Association stated that they are aware that Burrow's Field is not ideal for the provision of accessible plots but there should be active consideration for any new allotment sites that come to the council for management as new, large, housing developments are completed.

- d. **Skip Provision.** To consider providing a skip in order to dispose of Allotment waste at a cost of £300+VAT. A skip was last provided in December 2020.

**Resolved** that, finances permitting, this should be provided. This is also considered a priority by the Allotment Association.

#### 7. **Allotment Cultivation**

To consider a request from an allotment plot tenant to amend the allotment agreement to allow the placement of bee hives.

**Resolved** that the allotment agreement is amended to allow the placement of bee hives, on application, to the Gift of A Burrow for Allotments Committee.

#### 8. **Meeting Schedule**

**Resolved** that the Gift of A Burrows for Allotments Committee will meet as follows:

14 January 2022 at 10:00 (this meeting will consider the Charity Commission Return submission and submission of a grant application to the Town Council).

Thereafter, meetings will be quarterly commencing in March 2022 on the 2<sup>nd</sup> Friday of the months of March, June, September, December.

**ANNEX A TO  
GIFT OF A BURROW FOR ALLOTMENTS  
MINUTES OF 17 DECEMBER 2021**

The following responses were supplied in response from Councillor J Buczkowski.

1. When was the accountant instructed?

This inspection was conducted by the Town Council Auditor as part of the annual audit process.

2. Who instructed the accountant?

The accountant was appointed by the Town Council to conduct the annual audit process.

3. What is the cost of the account, who is paying the accountant, and when was this approved?

It is the Clerks understanding that this is part of the current 3 year audit agreement

4. When was the accountants report received?

08.11.21 (following interim audit visit)

5. I note that a cheque number 00051 was drawn on the Charities bank account on 3<sup>rd</sup> August 2021 for a sum of £1,211.15, please can you confirm. The cheque was for £1,175.18 (£1,211.15 was the figure brought forward on the bank statement:

- a. Who is the Payee? Cullompton Town Council.
- b. What is it for? The 2020/2021 expenses
- c. What is the minute reference for when this payment was approved by Councillors acting as Trustees? None
- d. Who signed the cheque? Councillors Knight & Guest.
- e. Please provide a copy of the invoice / receipt supporting this payment – a copy was supplied as requested.
- 6. Please can I have a breakdown of the £1,166 YTD “Expenses” – as on invoice and accounts:

Items for noticeboard	£34.90	VAT 6.98
Weedban	£33.59	VAT £6.72
Ground Check Pegs	£5.33	VAT1.07
Waste Skip	£300	VAT £60.00
Admin	£500.00	
<b>Total</b>	<b><u>£873.82</u></b>	<b><u>74.77</u></b>
		948.59
+ Allotment Fees	<u>217.00</u>	
		1165.59



# Charity Commission Annual Return 2021

## GIFT OF A BURROW FOR ALLOTMENTS

Charity registration number: 270495

Most of the information you give in this form will become publicly available on the Register of Charities. Any field that the Charity Commission will not display will be clearly marked.

This document is a record of the information provided in the Annual Return 2021.

## PART A - Charity information

### Financial period

Financial period start date

01/04/2020

Financial period end date

31/03/2021

### Income and spending

Income £

£ 1,210

Spending £

£ 1,175

### Privacy statement

Any information you give us will be held securely and processed only in accordance with the rule on data protection. We will not disclose your personal details to anyone unconnected to the Charity Commission unless:

- you have consented to their release; or
- we are legally obliged to disclose them; or
- we regard disclosure as either (a) necessary so that we can properly carry out our statutory functions or (b) necessary in the public interest.

We may share and disclose information about you with relevant public authorities, regulatory bodies and agencies, outside the Charity Commission but only if:

- we can lawfully do so; and
- we decide that disclosure is necessary for national security, crime detection, prevention, and law enforcement, or other issues in the public interest

Information we collect about you

We will use this information:

To enable us to carry out our statutory functions and duties;

This will include the following actions:

- (a) update, consolidate, and improve the accuracy of our records;
- (b) undertake crime detection and prevention and law enforcement and assist the third parties specified above to investigate or prevent crime and carry out law enforcement;
- (c) data analysis, testing, research, statistical and survey purposes

Information we receive from other sources.

Information we receive from other sources

We may combine this information with information you give to us and information we collect about you.

We may use this information and the combined information for the purposes set out above (depending on the types of information we receive).

We will ensure that any such disclosure and use is proportionate; considers your right to respect for your private life; and is done fairly and lawfully in accordance with the data protection principles of the Data Protection Act.

The Data Protection Act 1998 regulates the use of 'personal data', which is essentially any information, however stored, about identifiable living individuals.

As a 'data controller' under the Act, the Charity Commission must comply with it. Any changes we may make to our privacy statement in the future will be set out in the replacement version of this form.

Please check back frequently to see any updates or changes to our privacy policy.

## Declaration

**This annual return has not been submitted and no Declaration has been made**



Town Clerk: Miss Joy Norris MSc ACIS

The Town Hall, 1 High Street, Cullompton, Devon EX15 1AB  
*town.clerk@cullomptontowncouncil.gov.uk*  
01884 38249

## APPLICATION FOR A GRANT

### 1. DETAILS OF ORGANISATION

**Name of organisation:** Gift of a Burrow for Allotments

**Contact name:** Mr Stephen Reardon

**Position in organisation:** Clerk to Trustees

**Address:**

The Town Hall, 1 High Street, CULLOMPTON, EX15 1AB

**Phone No:** 01884 38249

**E-mail (required if possible):** [assistant.clerk@cullomptontowncouncil.gov.uk](mailto:assistant.clerk@cullomptontowncouncil.gov.uk)

The Town Council prefers to make grant payments via BACS Please provide the following information:

Bank sort code	Bank Account No.	Organisation Name on Account
<b>52-30-17</b>	<b>32056508</b>	<b>Gift of A Burrow for Allotments</b>

**Purpose/aims of organisation:**

To provide allotment plots to residents of the Parish of Cullompton as specified in the Indenture left by the late Alfred Burrows.

**Size of organisation/No. of members** There are currently 51 allotment plots tenanted with a waiting list of approximately 15.

**Annual Budget:** <£1,500



## DETAILS OF ANY PREVIOUS FINANCIAL ASSISTANCE PROVIDED

Has your organisation received any financial assistance from the Town Council in the past?

NO

If yes, please supply details

Date	Project/Scheme/Event	Amount Received

## 2. DETAILS OF THE GRANT REQUESTED

**Brief description of the intended use of the grant:**

There are two projects at the Burrow's Field that require funding in the current 12 months:

- a. Provision of a waste skip to allow the clearance of the allotment field of was accumulated in the past 12 months. The cost of a skip, delivered and collected, is £360.00 inclusive of VAT.
- b. Provision of an additional water stand pipe at the southern end of the site. This will be a joint project between the Tiverton Road Allotment Association and the Town Council in which the required ground excavation will be conducted by the Allotment Association and the provision of materials and installation of a stand pipe will be conducted by Town Council employees. Project cost of this project is approximately £250.00.
- c. There are some relatively small groundworks that are required at the northern end of the site to make safe the step down from the pathway and the cultivated area of adjacent allotments; these works will include the installation of a kick board that will provide a definitive barrier between this pathway and the adjacent paths. Approximate cost £400.00.

**Who will benefit?**

The Parish of Cullompton via the Gift of A Burrow for Allotments.

**Overall cost of the project/event/scheme:**

**Amount applied for:** £1,000.00.

**Other sources of funding:**

Funding Body	Amount	Confirmed? Yes or No

**Please add any information you consider may be helpful to the Town Council when considering your application:** (continue on a separate sheet if necessary)

.....

.....

.....

.....

.....

.....

**Name:** Mr Stephen Reardon

**Signature:** .....

**Date:** 4 January 2021

**PLEASE ENSURE THAT COPY OF THE ORGANISATION'S MOST RECENT ACCOUNTS ARE SUBMITTED WITH APPLICATION**

**PLEASE RETURN TO THE TOWN COUNCIL OFFICE BY  
22 JANUARY 2022**

---

**PRIVACY NOTICE**

Cullompton Town Council is the Data Controller under the new data protection law and will use the information you provide to process your application for an allotment plot.

The legal basis for processing this data is the necessity for processing a contract. We will keep your data until you have been allocated an allotment and for six years following the termination of your allotment

agreement. Our contact details for any queries is The Town Hall, 1 High Street, Cullompton, Devon EX15 1AB

In addition to enabling the Town Council to manage this contract we will retain your data to contact you if required on matters relating to the management of the allotment site. If you consent to us contacting you, please tick the boxes below.

We will not normally share your information with organisations other than our partner organisations without your consent. However, there may be certain circumstances where we would share without consent such as where we are required to do so by law, to safeguard public safety, and in risk of harm or emergency situations. Any information which is shared will only be shared on a need to know basis, with appropriate individuals. Only the minimum information for the purpose will be shared.

Individuals have a number of rights under data protection law, including the right to request their information. You also have a right to make a complaint about our handling of your personal data to the Information Commissioner's Office <https://ico.org.uk/>

Information you provide will only be used for the stated purpose. Further information about the processing of your data can be found on our website at <http://www.cullomptontowncouncil.gov.uk/>

Please confirm your consent below. You can grant consent to any or all of the purposes listed. You can change your consent at any time.

#### **KEEPING IN TOUCH**

- Yes please, I would like to receive communications by email.
- Yes please, I would like to receive communications by telephone.
- Yes please, I would like to receive communications by mobile phone including text message.
- Yes please, I would like to receive communications by post.