



**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

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 2nd 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?

08.11.2021 (following interim audit visit)

5. I note that a cheque number 00051 was drawn on the Charities bank account on 3rd 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 and 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	

Total **£873.82** **74.77**

948.59

+ Allotment Fees 217.00

1165.59



Town Clerk: Miss Joy Norris MSc ACIS
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Minutes of a meeting of the Gift of A Burrow for Allotments Committee held at Cullompton Town Hall on Friday 14 January 2022 at 10:00

Those present:

Chair: Councillor R Dietrich.
Councillors: J Buczkowski, K Haslett.
Others present: S Reardon (Meeting Administrator).

1. Apologies

Apologies for Absence were received from Councillor E Andrews.

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.

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.

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

4. Minutes

To approve the Minutes of the meeting held on 26 April 2021.

This item was deferred due to the incorrect date being stated on the Agenda.

5. Financial Matters

a. To consider the Annual Return 2020-2021 to the Charity Commission.

Resolved that the Annual Return 2020-2021 to the Charity Commission is approved and is to be submitted to the Charity Commission. Proposed Councillor J Buczkowski, seconded Councillor K Haslett.

- b. To consider the draft Grant Application; the deadline for applications is 1 February 2022.

Resolved that the draft Grant Application to the Town Council is approved and submitted to the Town Council. Proposed Councillor J Buczkowski, seconded Councillor K Haslett.

8. Date of Next Meeting

To note that the next meeting of the Gift of A Burrow for Allotments Committee will be Friday 11 March 2022 commencing at 10:00.

03/03/2022

Gift of A Burrow

SUPPORTING PAPER C

13:18

Detailed Balance Sheet - Excluding Stock Movement

GoAB Committee

11 March 2022

Month 9 Date 03/03/2022

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
	<i><u>Current Assets</u></i>		
100	Debtors	385	
200	Current Bank A/c	1,006	
	Total Current Assets		1,391
	<i><u>Represented by :-</u></i>		
300	Current Year Fund	1,355	
310	General Reserves	36	
	Total Equity		1,391

GIFT OF A BURROW FOR ALLOTMENTS FINANCIAL FRAMEWORK

The following will form the basis of the GoAB Financial Framework:

- As a Committee, financial decisions will be guided by the Cullompton Town Council Financial Regulations:
 - All expenditure from the GoAB bank account is to be authorised by the GoAB Committee prior to payment. **Suggest that the wording is adjusted to read “All expenditure from the GoAB bank account will be authorised by the GoAB Committee up to a maximum budget. Payments will be authorised by the Full Council or Resources Committee.”**
 - Allotment Association Fees will be collected by Cullompton Town Council together with annual rents and paid to the Allotment Association as part of the routine business of the GoAB Committee. Such fees will be transferred to the Allotment Association once all invoices for rent are settled.
 - Annual rents will be considered by the GoAB Committee at its June meeting each year, changes notified to allotment tenants with their annual invoice in September for implementation in September of the following year.

Outline DRAFT

TIV 17 - Shed Requiring Removal





GIFT OF A. BURROW ALLOTMENT FIELD
REPORT - 11 MARCH 2022

There is a total of 55 plots on this site – 7 full plots and 48 half plots.

ALLOTMENT INSPECTION

A full inspection took place on 26 January 2022 by the Town Clerk and Admin Assistant and overall the allotments are being worked to an acceptable level. There were 6 allotments noted for a re-inspection in 6 weeks.

VACANCIES

One tenant has resigned and the allotment is vacant. It has not been filled as there is an issue with a 'hidden' overgrown shed. The plot is in a corner near a hedge and the hedge is taking over the shed (see photos). The tenant (for many years) advised that they had inherited the allotment with the overgrown shed and had not used it.

The shed has a corrugated roof. The Maintenance Supervisor advised that the corrugated sheets are not asbestos. The Maintenance Supervisor advised that the Maintenance Team were unable to remove the shed. Therefore, a quotation for the removal of the shed, clearance of its contents and to make the area safe is in draft form.

Once the shed has been removed or a solution found, the allotment can be re-let.

WAITING LIST

There are currently 18 people on the waiting list for a first allotment and 5 for an additional allotment across all 3 allotment sites. First allotments take priority over additional requests.

Report Author: Administrative Assistant

Report Date: 03/03/2022