

# Kelvedon Parish Council

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Suite 1, The Old Bank, 63 High Street, Kelvedon, Essex CO5 9AE

You are hereby summoned to the meeting of the

## **Allotment Committee**

which will be held on

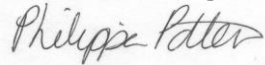
**Tuesday 15 May 2018**

**at 7.30pm**

in the Council Chamber, for the purpose of transacting the business shown in the agenda below.

The public and press are welcome to be present.

**Please note that this meeting may be recorded**



Clerk

10 May 2018

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## **A G E N D A**

- A1/18-19 Election of Chair for 2018/19**  
To elect the Chair of the Allotment Committee for 2018/19.
- A2/18-19 Appointment of Vice-Chair for 2018/19**  
To appoint the Vice-Chair of the Council for 2018/19.
- A3/18-19 Apologies for Absence**  
Members are reminded that the LGA 1972, S85 states that apologies for absence must be received prior to a meeting.
- A4/18-19 Declarations of Interest**  
To declare the existence and nature of any Disclosable Pecuniary Interest, other Pecuniary Interest or Non-Pecuniary Interest relating to items on the agenda having regard to the Code of Conduct for Members and having taken appropriate advice where necessary before the meeting.
- A5/18-19 Public Discussion**  
The public are invited to discuss issues within Kelvedon – **3 minutes maximum each person.**
- A6/18-19 Roles and Responsibilities**  
To clarify the roles and responsibilities of both the Parish Council and the Allotment Association.
- A7/18-19 Financial Arrangements**  
To agree how finances are to be managed.
- A8/18-19 Terms of Reference**  
To be agreed.
- A9/18-19 Allotment Agreement/Terms and Conditions**  
To receive the new agreement and terms and conditions document

**A10/18-19 Update from the Allotment Association**

**A11/18-19 Date of Next Meeting**  
11 September 2018.