

KELVEDON PARISH COUNCIL

MINUTES OF THE ALLOTMENT COMMITTEE Held 15 May 2018

Present: Cllrs Astley, Jayatillake, Ormond, Pilbeam, Tremain
D Walsh, K Brown, M Briggs, A Smith

Mrs P Potter, Parish Clerk

A1/18-19 Election of Chair for 2018/19

It was Proposed Cllr Astley, Seconded Cllr Tremain, and unanimously agreed that Cllr Pilbeam be appointed as Chair of the Committee for this year.

A2/18-19 Appointment of Vice-Chair for 2018/19

It was Proposed Cllr Jayatillake, Seconded Cllr Astley and unanimously agreed that Cllr Ormond be appointed as Vice-Chair of the Committee.

A3/18-19 Apologies for Absence

None

A4/18-19 Declarations of Interest

Cllr Tremain declared a non-pecuniary interest as her husband has an allotment at Stoney Flint.

A5/18-19 Public Discussion

None

A6/18-19 Roles and Responsibilities

The roles and responsibilities of the Parish Council and Allotment Committee were discussed. The Clerk advised that a Sub-Committee be set up to undertake the day to day management of the allotment site and plots, as the current Allotment Association are undertaking. It was Proposed Cllr Astley, Seconded Cllr Pilbeam, and unanimously agreed to set up an Allotment Sub-Committee for this purpose. The Allotment Committee will oversee and take responsibility for the overall running of the allotment site and will be the final stop for any disputes. All finances within budget can be agreed by the Allotment Committee but anything outside of this jurisdiction must be taken to Full Council.

A7/18-19 Financial Arrangements

The Parish Council will set up a bank account to hold the finances of the Allotment Committee and Sub-Committee, over and above those monies in the main budget. This will include any amounts received from fundraising. The Parish Council office will make arrangements to pay for fuel for the lawn mower and other such sundry payments from petty cash. The Clerk will look into what procedures will need to be in place and bring this back to the next meeting.

A8/18-19 Terms of Reference

The Terms of Reference were agreed, being Proposed Cllr Jayatillake, Seconded Cllr Ormond and unanimously Resolved.

A9/18-19 Allotment Agreement/Terms and Conditions

It was agreed to separate the Terms and Conditions of allotment tenancy, from the main Tenancy agreement. This will enable the Terms and Conditions to be revised, when necessary, without altering the entire agreement.

The terms and conditions were discussed, and a final version was agreed on, being Proposed Cllr Pilbeam, Seconded Cllr Astley and unanimously Resolved.

A10/18-19 Update from the Allotment Association

Members of the current Allotment Association had updated Councillors on the current workings of the allotments, during the meeting and various issues had been talked through during the previous items.

The Allotment Association will now work as the Allotment Sub-Committee and continue their day to day management, fundraising and future plans, as they do now.

The Parish Council thank the members of the Association for their continued hard work and congratulated them on the improvements made to the site and its management in general.

A11/18-19 Date of Next Meeting

It was agreed that a meeting in a month's time would be prudent to tie up all the arrangements. It was suggested that this is scheduled after the next Finance Committee meeting, on 13 June 2018. This will be confirmed as soon as possible.

Signed

Date