



THETFORD TOWN COUNCIL

TOWN CLERK: TINA CUNNELL BSc (Hons)

Council Offices
King's House
Thetford
Norfolk
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9th February 2017

ALLOTMENTS COMMITTEE

A meeting of this Committee will take place in the Council Chamber, King's House, Thetford, on **Thursday 16th February 2017, starting at 9.30 a.m.**

Town Clerk

The meeting will be preceded by a 15-minute Open Forum, starting at 9.30 a.m. when members of the public and representatives of the press are invited to address the Committee. If there is no call for an Open Forum, then the meeting itself may start at 9.30 a.m.

AGENDA

- 669/16 **DECLARATIONS OF ANY DISCLOSABLE PECUNIARY INTERESTS**
To receive any additional interest not already registered.
- 670/16 **APOLOGIES FOR ABSENCE**
To receive.
- 671/16 **MINUTES**
To confirm the minutes of the Committee's meeting, held on 20th October 2016, received by Full Council on 25th October 2016, to be confirmed as a true record and signed/initialled by the Chairman.
- 672/16 **HEALTH & SAFETY**
The Health & Safety Officer to give a briefing of H&S issues on Allotment Sites with any serious points to be noted.
- 673/16 **BUDGET**
The Chairman to discuss and agree how the remaining budget to be used before the end of this financial year.

- 674/16 TGAC ANNUAL COMPETITION & SHOW
To request payment of RHS Judges and lunches after judging.
- 675/16 TENANCY AGREEMENT RULES
To discuss and agree a proposed amendment to Clause 1.3. as present wording would allow a tenant three months free with no proof that they will actually clear the plot in a timely manner.
- 676/16 ITEMS OF URGENT BUSINESS
At the discretion of the Town Clerk to table urgent business for discussion or information only. Any item is to be on an urgent operational matter.
- 677/16 PRESS RELEASES
To consider any press release arising from this meeting's agenda.

ACTION POINT	BY WHOM	BY WHEN
Chase removal of gates from perimeter fence and closing of hole under a gate at Mundford Road Site	Works Foreman	Ongoing
Trees on Mundford Road Site to be lopped	Works Foreman	Ongoing
Replacement/repair of fence between Cemetery and Icknield Way Site Third Quote to be acquired and a special meeting to be called to discuss and decide	Works Foreman	ASAP