



THETFORD TOWN COUNCIL

TOWN CLERK: TINA CUNNELL BSc (Hons)

Council Offices
King's House
Thetford
Norfolk
IP24 2AP

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11th April 2018

ALLOTMENTS COMMITTEE

A meeting of this Committee will take place in the Council Chamber, King's House, Thetford, on **Wednesday 18th April 2018, starting at 10.00 a.m.**

Town Clerk

The meeting will be preceded by a 15-minute Open Forum, starting at 10.00 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 10.00 a.m.

AGENDA

- 961/17 **DECLARATIONS OF ANY DISCLOSABLE PECUNIARY INTERESTS**
To receive any additional interest not already registered.
- 962/17 **APOLOGIES FOR ABSENCE**
To receive.
- 963/17 **MINUTES**
To confirm the minutes of the Committee's meeting, held on 31st January 2018, received by Full Council on the 27th February 2018, to be confirmed as a true record and signed/initialled by the Chairman.
- 964/17 **ACTION POINTS**
Chairman to update on the last meeting action points.
- 965/17 **HEALTH & SAFETY**
To receive a report from the Vice Chair on Health and Safety issues and review the Terms of Reference (see attached).
- 966/17 **BUDGET**
- To review budget for financial year 2017/18 (see attached).
 - To identify any transfers to reserves and the reason for the transfer.

- 967/17 ALLOTMENT INSPECTIONS
To receive a brief update.
- 968/17 ALLOTMENTS POLICY
To discuss and agree the basis of an allotments policy and the role of Allotments Clubs.
- 969/17 RAT PROBLEM
To receive a report.
- 970/17 ALLOTMENT FEES
The Chairman to review.
- 971/17 ALLOTMENTS PRIORITIES
 - To review progress of the Allotment Priorities.
 - To set Allotment Priorities for 2018/2019.
- 972/17 TENDER FOR MAINTAINANCE OF ALLOTMENT SITES
To discuss and agree the tender document (see attached).
- 973/17 CORRESPONDENCE
To be noted and considered.
- 974/17 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.
- 975/17 COMMUNITY ENGAGEMENT
To discuss and agree any consultation or media release required.
- 976/17 EXCLUSION OF PRESS AND PUBLIC
To consider resolving that, pursuant to the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded for any remaining items of business on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be discussed.
- 977/17 LAND FOR ALLOTMENTS
The Chairman to report.