



## **THETFORD TOWN COUNCIL**

TOWN CLERK: TINA CUNNELL BSc (Hons)

Council Offices  
King's House  
Thetford  
Norfolk  
IP24 2AP

Tel: 01842 754247

9<sup>th</sup> July 2018

### **ALLOTMENTS COMMITTEE**

A meeting of this Committee will take place in the Council Chamber, King's House, Thetford, on **Wednesday 18<sup>th</sup> July 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**

- 170/18      **ELECTION OF COMMITTEE CHAIRMAN AND VICE CHAIRMAN FOR THE MAYORAL YEAR 2018/9**  
To receive nominations.
- 171/18      **DECLARATIONS OF ANY DISCLOSABLE PECUNIARY INTERESTS**  
To receive any additional interest not already registered.
- 172/18      **APOLOGIES FOR ABSENCE**  
To receive.
- 173/18      **MINUTES**  
To confirm the minutes of the Committee's meeting, held on 18<sup>th</sup> April 2018, received by Full Council on the 24<sup>th</sup> April 2018, to be confirmed as a true record and signed/initialled by the Chairman.
- 174/18      **ACTION POINTS**  
Chairman to update on the last meeting action points.
- 175/18      **TERMS OF REFERENCE**  
To review draft updated Terms of Reference for Allotment Committee
- 176/18      **HEALTH & SAFETY**  
To receive a report from the Vice Chair on Health and Safety issues

- 177/18      BUDGET  
To review budget for financial year 2018/19 (see attached).
- 178/18      PROVISION OF WATER TO ALLOTMENTS  
To consider ways of reducing the cost of providing water
- 179/18      REPAIRS TO ROADWAYS  
To receive quotes
- 180/18      ALLOTMENT CLUBS  
To review any responses to the public notice relating to Allotment Clubs
- 181/18      ALLOTMENT FEE REVIEW  
To review allotments fees and consider part payments and refunds
- 182/18      ALLOTMENT KEYS AND DEPOSITS  
To consider keyless locks and increasing the refundable deposit for new tenants
- 183/18      TENANCY TERMS AND CONDITIONS  
To review draft terms and conditions for 2018-19
- 184/18      ALLOTMENT INSPECTIONS  
To receive a brief update.
- 185/18      ALLOTMENTS POLICY  
To discuss draft allotment policy.
- 186/18      RAT PROBLEM  
To receive a report.
- 187/18      NOTICE BOARDS  
To consider the purchase of notice boards for all sites
- 188/18      GENERAL DATA PROTECTION REGULATION  
To adopt a privacy consent form for allotment data
- 189/18      WAITING LIST AND VACANT PLOTS  
To review
- 190/18      ALLOTMENT CORPORATE PLAN  
To review progress of the Allotment Priorities.
  - Maintenance plans
  - Occupancy
  - Allotments policy and clubs, community engagement
- 191/18      TENDER FOR MAINTAINANCE OF ALLOTMENT SITES  
To retrospectively agree tender awarded.
- 192/18      CORRESPONDENCE  
To be noted and considered.

- 193/18      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.
- 194/18      COMMUNITY ENGAGEMENT  
To discuss and agree any consultation or media release required.
- 195/18      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.
- 196/18      STAFF MATTERS  
To consider the adequate provision of staff at the cemetery and any other staff matters.
- 197/18      CONSIDERATION OF POTENTIAL FUTURE LAND FOR ALLOTMENTS  
To discuss and agree potential sites.