

THETFORD TOWN COUNCIL

TOWN CLERK: Tina Cunnell BSC (Hons)

Council Offices
King's House
Thetford
Norfolk
IP24 2AP

Tel: 01842 754247

13th February 2019

To:

The Mayor, Councillor R F W Brame*
Councillor C R P Burnett
Councillor B Canham
Councillor D Crawford
Councillor C Harvey (V Chair)
Councillor Mrs J Hollis

***Note:**

The Town Mayor as Chairman of the Council shall be a voting member of every Committee.

Dear Sir/Madam

ALLOTMENTS COMMITTEE

You are hereby requested to attend a meeting of this Committee to be held in the Council Chamber, King's House, Thetford on **Wednesday 20th February 2019, starting at 1.00 pm.**

Yours faithfully,

Town Clerk

The meeting will be preceded by a 15-minute Open Forum, starting at 1.00 p.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 1.00 p.m.

AGENDA

- 732/18 **ELECTION OF COMMITTEE CHAIRMAN FOR THE REMAINDER OF THE MAYORAL YEAR 2018/9**
To receive nominations.
- 733/18 **DECLARATIONS OF ANY DISCLOSABLE PECUNIARY INTERESTS**
To receive any additional interest not already registered.
- 734/18 **APOLOGIES FOR ABSENCE**
To receive.
- 735/18 **MINUTES**
To confirm the minutes of the Committee's meeting, held on 18th October 2018, received by Full Council on the 30th October 2018, to be confirmed as a true record and signed/initialled by the Chairman.
- 736/18 **ACTION POINTS**
Chairman to update on the last meeting action points.

- 737/18 **HEALTH & SAFETY**
To receive a report from the Vice Chair on Allotment Health and Safety issues
- 738/18 **TENANCY AGREEMENT REVIEW**
To Review regulations.
- 739/18 **WAITING LIST - VACANT PLOTS - INSPECTIONS**
To receive a report.
- 740/18 **BUDGET**
To receive budget report.
- 741/18 **CORPORATE PLAN OBJECTIVES**
To discuss and agree objectives for 2019/2020.
- 74218 **CORRESPONDENCE & COMPLAINTS**
To be noted and considered.
- 743/18 **COMMUNITY ENGAGEMENT**
To discuss and agree any consultation or media release required.
- 744/18 **COMMITTEE OFFICERS UPDATE**
To receive any update from the Committee Officer since the issue of the agenda.
- 745/18 **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.
- 746/18 **QUOTE FOR ALLOTMENT CLEARANCE**
To discuss.

ACTION POINT	BY WHOM	BY WHEN
To prepare a notice to be placed on the rear of the allotment gates reminding allotment holders to scramble the combination after entry so the lock does not remain open.	The Allotment Officer	ASAP
To obtain more details on the charity offering to clear the allotments	The Allotment Officer	Next meeting