



## LOCAL GOVERNMENT ACT 1972

### NOTICE OF A MEETING OF

### THETFORD TOWN COUNCIL ALLOTMENT COMMITTEE

YOU ARE HEREBY SUMMONED to attend the Allotment committee meeting of Thetford Town Council which will be held in The Council Chamber, King's House, Thetford, on Thursday 18<sup>th</sup> July 2019, starting at 11.30 a.m.

Tina Cunnell BSc (Hons)  
Town Clerk  
10<sup>th</sup> July 2019

The meeting will be preceded by a 15-minute Open Forum, starting at 11.30 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 11.30 a.m.

#### AGENDA

- 202/19      **ELECTION OF COMMITTEE CHAIRMAN AND VICE CHAIRMAN FOR THE MAYORAL YEAR 2019/20**  
To receive nominations.
- 203/19      **DECLARATIONS OF ANY DISCLOSABLE PECUNIARY/NON-PECUNIARY INTERESTS**  
To receive any declarations relevant to items on the agenda.
- 204/19      **APOLOGIES FOR ABSENCE**  
To receive.
- 205/19      **MINUTES**  
To confirm the minutes of the Committee's meeting, held on 20<sup>th</sup> February 2019, received by Full Council on the 26<sup>th</sup> February 2019, to be confirmed as a true record and signed/initialled by the Chairman.
- 206/19      **ACTION POINTS**  
Chairman to update on the last meeting action points.  
• Allotment Competition
- 207/19      **HEALTH & SAFETY**  
To consider any issues raised

Council Offices: The Carnegie Cage Lane, Thetford, Norfolk, IP24 2DS  
Telephone: (01842) 754247  
e-mail: [mail@thetfordtowncouncil.gov.uk](mailto:mail@thetfordtowncouncil.gov.uk)  
website: [www.thetfordtowncouncil.gov.uk](http://www.thetfordtowncouncil.gov.uk)

- 208/19**      **INFORMAL ALLOTMENT MEETING**  
To consider recommendations and feedback from the informal allotment meeting.
- 209/19**      **TENANCY AGREEMENT REVIEW**  
To consider final draft of tenancy agreement
- 210/19**      **WAITING LIST - VACANT PLOTS**  
To receive a report.
- 211/19**      **ALLOTMENT INSPECTIONS AND LETTERS**  
To review and agree the inspection process and the wording of letters.
- 212/19**      **BUDGET**  
To receive budget report.
- 213/19**      **CORRESPONDENCE & COMPLAINTS**  
To be noted and considered.
- 214/19**      **COMMUNITY ENGAGEMENT**  
To discuss and agree any consultation or media release required.
- 215/19**      **COMMITTEE OFFICERS UPDATE**  
To receive any update from the Committee Officer since the issue of the agenda.

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