

# South Willlesborough and Newtown Community Council

I hereby give you notice that an Extraordinary Meeting of the Allotments Committee will be held on Wednesday 27<sup>th</sup> January 2021 at 7pm

All members of the Committee are summoned to attend for the purposes of considering and resolving the business to be transacted at the meeting as set out below.

The public may attend the meeting as normal but should contact the Clerk by 6pm on to receive the January 2021 joining instructions – e-mail [clerk@swancc.org.uk](mailto:clerk@swancc.org.uk) or call 07765644629

*Sarah Evans*

Clerk

22.01.2021

## AGENDA

### 1/21 Apologies for absence and approval

### 2/21 Declarations of Interest

A Member who declares a DPI in relation to any item on the agenda will need to leave the meeting for the whole of that item and will not be able to speak or take part, unless a relevant dispensation has been granted by the Clerk)

A Member who declares an OSI will be able to speak on the item but will be required to leave the meeting for the vote

A Member may also declare a voluntary Interest if they are unsure of their position. Inclusion and voting will be decided at the time or the declaration.

#### i. Updating of Declarations of Interest for the Code of Conduct

#### ii. To note the granting of any requests for dispensations and the decision

### 3/21 To review reconciliation of rental income and receipt of tenancy agreements to date.

### 4/21 To consider and agree Draft Risk Assessment for Gas House Fields and correlating draft Risk Assessment Inspection form for its implementation.

### 5/21 To consider and agree draft inspection forms and draft correspondence for routine inspections for monitoring of Allotment Plots

### 6/21 To consider and agree vacant plots sizes for trial smaller plots.

### 7/21 To agree best method to consult with Tenants regarding use of COMBI- locks on access gates excluding Cudworth Road.

### 8/21 To agree to progress the waiting list and methods for inducting New Tenants.