



## WITHAM ST HUGHS ALLOTMENT COMMITTEE MEETING AGENDA

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**NOTICE IS HEREBY GIVEN that a meeting of Witham St Hughs Parish Council Allotment Committee will be held on Tuesday 5<sup>th</sup> December 2023 at 7.30pm, at the Village Hall.**

*Rachel Popplewell*

Parish Clerk

22.11.2023

### **CHAIRMANS WELCOME & FIRE SAFETY BRIEF**

Public Comment – 10 minutes are allowed for the public to make any comments or ask questions.

1. Welcome and Apologies.
2. TO RECEIVE DECLARATIONS OF INTEREST IN ACCORDANCE WITH THE LOCALISM ACT 2011 – being any pecuniary interest in agenda items not previously recorded on Members' Register of Interest and requests for dispensations.
3. Notes of the Allotment Committee meeting held on Monday 25<sup>th</sup> September 2023 to be approved as minutes.
4. Clerks Update & Correspondence - to Resolve to approve any subsequent actions.
5. To receive the revised Terms of Reference for the Allotment Committee
6. To review the plot fees for year 2025/2026 and agree any changes.
7. To set date for next allotment plot inspections.
8. Report from Liaison Officers.
9. To review the Terms & Conditions, and to approve any amendments.
  - a. To remove 9u.
10. To set the guidelines & review the Risk Assessment for the allotments, to include the addition of the Carpark & Incinerator.



11. Remaining rubbish at the Allotments.

12. Date & time of the next meeting

**Monday 29<sup>th</sup> January 2024, at 7pm.**

The Allotment Committee will then move into Closed Session to consider the following.

1. Update on plot holders issued with eviction notices & warning letters from the August 2023 inspections.