



WITHAM ST HUGHS ALLOTMENT COMMITTEE MEETING AGENDA

Telephone: 01522 869643

E-mail: parish.clerk@withamsthughs-pc.gov.uk

NOTICE IS HEREBY GIVEN that a meeting of Witham St Hughs Parish Council Allotment Committee will be held on Monday 19th April 2021 at 7pm.

The meeting will be conducted via Zoom to comply with COVID19 current guidelines, please use the link below.

Topic: Allotment Committee Meeting

Time: Apr 19, 2021 07:00 PM London

Join Zoom Meeting

<https://us02web.zoom.us/j/85893098863?pwd=MnlWMGcyOEIzSHNTZFptNTVTV0RVZz09>

Meeting ID: 858 9309 8863

Passcode: 926582

Rachel Poppewell

Parish Clerk

CHAIRMANS WELCOME & FIRE SAFETY BRIEF

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

1. Introduction of Committee 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 Wednesday 4th March 2020 to be approved as minutes.
4. Finance Update to include
 - a. Outstanding invoices
 - b. Bank Balances, to include earmarked deposits.
5. To review the Definitions, Terms & Conditions of the Allotment Committee.
6. Report from Liaison Officer to include
 - a. Clearing of vacant plots
 - b. Plot condition/warning notices to be issued?
 - c. Provision of skip hire update.



7. Lease agreement Update.
8. To review the Terms of Reference of the Allotment Committee to propose to set spending limits.
9. Date & time of the next meeting