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To: All Members of the Allotments Committee Councillors D Biddleston, T Crouch, A Halliday, R King, A McGuinness, J Wallcroft and A Sinclair, together with B. Withyman, J. Lane and T. Wadsworth (Keynsham Allotment Association).

cc. All Other Town Councillors

Dear Member

You are requested to attend a meeting of the ALLOTMENTS COMMITTEE to be held in **The Fellowship Room of the Key Centre (upstairs) behind the Victoria Methodist Church on Charlton on Thursday 12th September 2019 at 7.30 p.m.**

The agenda for the meeting appears below.

5<sup>th</sup> September 2019

Dawn Drury  
DEPUTY TOWN CLERK

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**AGENDA**

**EMERGENCY EVACUATION PROCEDURE**

**When the continuous alarm sounds you must evacuate the building by the exit and proceed to the assembly point: grassed area past St. Cadoc House, Temple Street.**

**Arrangements are in place for the safe evacuation of disabled people.**

**THIS MEETING MAY BE FILMED OR RECORDED (PLEASE REFER TO THE TOWN COUNCIL'S PROTOCOL ON THE FILMING AND RECORDING OF LOCAL COUNCIL AND COMMITTEE MEETINGS (adopted August 2014)).**

1. **APPOINTMENT OF CHAIRMAN**

To note that Councillor A McGuinness be appointed as Chairman of the Committee for the municipal year 2019-2020, as agreed at the annual meeting of the Town Council on 14 May 2019.

2. MEMBERSHIP

That Councillors D Biddleston, T Crouch, A Halliday, R King, A McGuiness, J Wallcroft and A Sinclair be appointed members of the Committee for the municipal year 2019-2020, as agreed at the annual meeting of the Town Council held on 14 May 2019.

3. TERMS OF REFERENCE

<b>NAME OF COMMITTEE</b>	<b>Allotments</b>
<b>MEMBERSHIP WITH VOTING RIGHTS</b>	7 members of the Town Council
<b>MEMBERSHIP WITHOUT VOTING RIGHTS</b>	3 members from the Allotments Association. Non Councillor members only have voting rights in respect of the management of land owned or occupied by the Council i.e. the allotment site.
<b>FUNCTIONS</b>	<p>(i) To oversee Keynsham Allotment Association's management of the Park Road allotment site in accordance with the terms of the Agreement entered into between the Council and the Association, so as to fulfil the requirements of the lease. This shall include the maintenance, day-to-day management, allocation of plots, collection of rent and issuing of agreements to or serving notices to quit on allotment holders;</p> <p>(ii) To make recommendations to the Town Council from time to time concerning the level of rent to be charged to allotment holders and concerning proposed improvements to the allotments site;</p> <p>(iii) To keep the demand for plots under review by way of regular reports from the Keynsham Allotment Association, and consider possible future sites for recommendation to the Town Council</p>
<b>DELEGATED POWERS</b>	The Allotments Committee are authorised to make decisions on behalf of Keynsham Town Council in respect of Function (i)
<b>QUORUM</b>	3 members of the Allotment Committee, 3 of which must be Town Councillors.
<b>FREQUENCY OF MEETINGS</b>	3 times a year

## RECOMMENDATION

To note the Terms of Reference for the Committee to include the reduced quorum/membership as agreed at the Annual Town Council Meeting in May 2019.

### 4. APOLOGIES FOR ABSENCE

### 5. DECLARATIONS OF INTEREST

#### RECOMMENDATION:

To receive any Declarations of Interest under Keynsham Town Council's Code of Conduct (adopted on 19<sup>th</sup> September 2017) issued in accordance with the Localism Act 2011 and The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012, SI No. 1464. and as per Standing Order 38 (Non-disclosable pecuniary interests).

### 6. DISPENSATIONS

In accordance with Standing Order 37(a), to consider any requests for dispensations (for disclosable pecuniary interests) prior to the item (s) being discussed, that Members may only become aware of during the meeting itself and to receive any disclosures of decisions as per item 7 of Keynsham Town Council's Dispensations Policy and Procedure Guide.

### 7. PUBLIC PARTICIPATION

#### RECOMMENDED:

That in accordance with Standing Order 40, members of the public be permitted to address the Chairman on questions and observations upon matters within the jurisdiction of the Council, provided that written notice has been given to the Town Clerk at least 4 clear days before the meeting where possible, and in any case to the Chairman before the meeting, and this applies to all Committees of the Council.

Members of the public may also speak on one single item only per meeting just prior to that item being discussed. Each person can speak for not more than two minutes, with a maximum of three speakers per item. To facilitate the smooth running of the meetings, members of the Public will be asked to register their interest with the Town Clerk prior to the start of the meeting.

### 8. CONFIRMATION OF MINUTES

#### RECOMMENDED:

That the Minutes of the Committee's meeting held on 10<sup>th</sup> January 2019 (previously circulated) be approved as a correct record and signed by the Chairman.

To note the notes of the meeting held on 14<sup>th</sup> March 2019

### 9. ABOLITION OF THE ALLOTMENT COMMITTEE

11. SECTION 106 FUNDING UPDATE

12. HALF-YEARLY REPORT – KEYNSHAM ALLOTMENT ASSOCIATION

To receive the half-yearly report from the Allotment Association

13. DATE OF NEXT MEETING

RECOMMENDED:

That the Committee's next meeting be held on a Thursday 9<sup>th</sup> January 2020 at 7.30 p.m.