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To: All Members of the Allotments Committee (Councillors D Biddleston, T Crouch, C Duckett, H Macfie, K Simmons and A Sinclair together with B Withyman, J. Lane and M. Maggs (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 Town Council Office, **15 – 17 Temple Street, Keynsham on Thursday 11<sup>th</sup> January 2018** at 7.30 p.m.

The agenda for the meeting appears below.

4<sup>th</sup> January 2018

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. APOLOGIES FOR ABSENCE
2. DECLARATIONS OF INTEREST

To receive any Declarations of Interest (Personal and Pecuniary, Disclosable and Non-disclosable) under Standing order 38 and 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.

3. 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;

RECOMMENDATION:

To receive any disclosures of decisions as per item 7 of Keynsham Town Council's Dispensations Policy and Procedure Guide.

4. 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.

5. CONFIRMATION OF MINUTES

RECOMMENDED:

That the Minutes of the Committee's meeting held on 7<sup>th</sup> September 2017 (attached) be approved as a correct record and signed by the Chairman.

6. UPDATE ON PLOT 74 – TIMEOUT

7. INSURANCE COVER IN PLACE FOR THE ALLOTMENTS

8. MATTERS FOR DISCUSSION AT THE ALLOTMENT ASSOCIATION AGM

9. DATE OF NEXT MEETING

RECOMMENDED:

That the Committee's next meeting be held on Thursday 15<sup>th</sup> March 2018 at 7.30 p.m.