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To: All Members of the Allotments Committee Councillors D Biddleston, T Crouch, C Duckett, B Simmons, K Simmons and H MacFie, 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 Town Council Office, **15 – 17 Temple Street, Keynsham on Thursday 13th September 2018 at 7.30 p.m.**

The agenda for the meeting appears below.

6th September 2018

Dawn Drury
DEPUTY TOWN CLERK

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 C Duckett be appointed as Chairman of the Committee for the municipal year 2018-2019, as agreed at the annual meeting of the Town Council on 15 May 2018.

2. MEMBERSHIP

That Councillors C Duckett, D Biddleston, T Crouch, H MacFie, B Simmons and K Simmons be appointed members of the Committee for the municipal year 2018-2019, as agreed at the annual meeting of the Town Council held on 15 May 2018.

3. TERMS OF REFERENCE

NAME OF COMMITTEE	Allotments
MEMBERSHIP WITH VOTING RIGHTS	7 members of the Town Council
MEMBERSHIP WITHOUT VOTING RIGHTS	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.
FUNCTIONS	<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>
DELEGATED POWERS	The Allotments Committee are authorised to make decisions on behalf of Keynsham Town Council in respect of Function (i)
QUORUM	3 members of the Allotment Committee, 3 of which must be Town Councillors.
FREQUENCY OF MEETINGS	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 2018.

To note that there is one Councilor vacancy on this Committee.

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 19th 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 15th March 2018 (previously circulated) be approved as a correct record and signed by the Chairman.

9. ALLOTMENT SITE INSURANCE

To consider whether the Town Council will now or in the future, consider increasing their payment to Mr Paget to cover the full rental payment of the allotment site. The reasoning is that the Allotment Association has this year had to finance third party liability insurance, that they had earlier thought had been covered by the Town Council. The cost of this insurance (£364) is on a par with the Association's current part of the rental.

10. HALF-YEARLY REPORT – KEYNSHAM ALLOTMENT ASSOCIATION

To receive the half-yearly report from the Allotment Association

11. DATE OF NEXT MEETING

RECOMMENDED:

That the Committee's next meeting be held on a Thursday 10th January 2019 at 7.30 p.m.