

# KEYNSHAM TOWN COUNCIL

Minutes of the Allotments Committee held on Thursday 15<sup>th</sup> March 2018 at 7.30 pm in the Town Council Offices.

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PRESENT: Councillors D Biddleston and B Simmons  
B Withyman, J Lane, T Wadsworth (Keynsham Allotment Association) and M Maggs

IN ATTENDANCE: Dawn Drury – Deputy Town Clerk

With the agreement of the Committee Councillor Biddleston was elected Chair in the absence of Councillor Duckett.

20. APOLOGIES FOR ABSENCE

Councillors C Duckett, H Macfie, K Simmons and A Sinclair

21. NEW MEMBER

Brian Withyman introduced Tracy Wadsworth, the new Chair of the Allotment Association

22. DECLARATIONS OF INTEREST

There were none.

23. DISPENSATIONS

There were none.

24. PUBLIC PARTICIPATION

There were none present.

25. CONFIRMATION OF MINUTES

RESOLVED:

That the Minutes of the Committee's meeting held on 11<sup>th</sup> January 2018 with the following amendment – paragraph 18.(i) 'It was reported that **Malcolm Maggs** will be standing down as Chairman of the Allotment Association after 9 years' service but will remain as a Committee member', be approved as a correct record and signed by the Chairman.

26. INSURANCE OF THE ALLOTMENT

Advice from the Town Council's Insurers and Legal advisors was distributed to the members (copies appended).

The Allotment Association members referred the Committee to a letter dated 24<sup>th</sup> May 2002 from a former Town Clerk (Elaine Giles) to the Site Manager (Mr Bassam Shahin) stating 'The Town Council's Insurance Policy – Select for Local Council's with Zurich Municipal covers all of the Town Council's "business" activities for public liability. As the provision of allotment site(s) is a duty of the Town Council as it is one

of our business activities. The fact that the Allotment Society act as our agents in the day to day running of allotment does not change the position”.

The Deputy Town Clerk has reviewed all archived paperwork for supporting information in respect of this letter and none can be found. The Town Council is no longer with Zurich Insurance and the current insurers have different policy terms in respect of the insurance for the Allotments.

The Deputy Town Clerk reported that she had carried out the instructions of the legal advisors and the allotment as a whole is now on the asset register and the Town Council's liabilities in respect of the allotment are covered under their existing insurance policy.

Councillor Biddleston advised the Allotment Association to either seek their own legal advice if they were not happy with the Town Council's legal advisors and insurance company or put in place their own insurance as soon as possible.

RESOLVED:

That all parties affected by any changes to the Town Council's insurance policy be notified immediately.

In respect of point 11 of the Town Council's legal report (see below)

*11. In summary both the Association and the Council should insure. It may be a good idea, as you suggest, for the Association's attention to be drawn to its potential liabilities and that it should insure irrespective of its obligations under the management agreement but for **the Council to reimburse the costs of such insurance by some means or another.** The insurer's advice is sound.*

The Town Clerk, as Responsible Financial Officer for the Town Council has recommended that the Allotment Association seek reimbursement through the Town Council's grant scheme.

The Allotment Association members questioned why the Town Council could not pay the insurance premium in addition to the rent for the site that they already pay. It was reported that such expenditure had not been agreed by the Council for the financial year 2018/19.

27. FEEDBACK FROM THE ALLOTMENT ASSOCIATION AGM

Minutes and reports from the Allotment Associations AGM (appended).

The following additional points were reported: -

The current waiting list is three.

Discussions with Mr Olds in respect of CCTV are still in progress.

The figure in the bank account is now approximately £9,000 and some of this has been earmarked for tree works and tree shredding.

28. WATER ISSUES AT THE ALLOTMENT SITE.

The Association members reported that due to the cold weather recently a leak had occurred on site and the need for a separate water supply with the ability to isolate was explained. In view of this the Association requested that the Town Council

approach the Water Authority in respect of the installation of a separate water supply. The Association members were reminded that the contract for water supply was between Keynsham Allotment Association and the local water authority and that Mr John Paget would need to be in agreement to any changes to the water pipework on his land.

RESOLVED:

That the Allotment Association contact the water company to ascertain the cost of installation of a separate water supply (with isolation points) taken from the Meadows Estate as a source.

29. DATE OF NEXT MEETING

RESOLVED:

That the date of the next meeting will be Thursday 13<sup>th</sup> September 2018 at 7.30 p.m.

The meeting closed at 8.40 p.m.

SIGNED..... (Chairman)      DATE.....

