

Carlton Parish Council

FOR THE ATTENTION OF THE ALLOTMENT WORKING GROUP

You are summoned to attend the meeting of the Allotment Working Group on 7th June 2023 at 7pm, at Carlton Methodist Church.

Agenda

1. Election of Chair

To elect the Chair of Carlton Parish Council's Allotment Working Group.

2. Apologies for Absence

To receive apologies for absence and consider the reasons for absence.

3. Declarations of Interest

To receive disclosures of personal and prejudicial interests from Councillors on matters to be considered at the meeting.

4. Terms of Reference

To review the Allotment Working Group's Terms of Reference. (page 2)

5. Waiting List and Tenants

To receive an update from the clerk regarding the current allotments waiting list and tenants.

6. Contract/ Rental Agreement

6.1 To review the current contract/ rental agreement.

6.2 To review the current rental charges.

6.3 To review the rules for the allotment tenants.

7. Allotments

7.1 Layout of the Current Plots

To review the current layout of the allotment plots, provided by the clerk at the meeting.

7.2 Facilities of the Allotments

To review and discuss the current facilities of the allotments, in view of the rules noted on the agreement.

8. Date and Time of Next Meeting

8.1 To consider attendees of the next meeting. (tenant inclusion)

8.2 To consider the date and time for the next meeting.

Item 4

Allotments Working Group: Terms of Reference

Membership of the Working Group

The Allotments Working Group consists of **four** councillors and the clerk, and tenants as requested.

To be quorate and ensure that a scheduled meeting can take place three members must be in attendance.

Convening of Meetings

The Allotments Working Group will meet as and when required, at least once a year, to review the council's allotments, **facilities, rental rates and rules.**

Chair of Meetings

The Chair will be appointed at the first meeting.

Notes of the Meetings

The notes will be provided to the council at its next meeting, for information, with recommendations **where appropriate.**

Remit of the Working Group

The Allotment Working Group will review the allotments and the rental agreement, including rental prices and rules, annually.

The Allotment Working Group will provide feedback to the Council making recommendations where appropriate.