EASTRY PARISH COUNCIL

3 Gore Terrace, Gore Road, Eastry, Sandwich, Kent, CT13 OLS
Tele 01304 614320

To all members of the Parish Council Allotments Management Committee 6th Nov 2012

You are hereby summoned to attend the **Allotments Management Committee** Meeting of Eastry Parish Council to be held on Tuesday 13th Nov at 10am at the Parish Room, Church Street, Eastry, for the purposes of transacting the following business.

Sarah Wells
Clerk to the Parish Council

AGENDA

1. **ELECTION OF CHAIRMAN**
   To elect a Chairman for this committee.

2. **DECLARATIONS OF INTERESTS**
   Under the Code of Conduct introduced in July 2012, all Parish Council members and co-opted members must complete a Notification of Disclosable Pecuniary Interests Form.

"Co-opted Member" means a person who is not an elected member of the Authority but who is a member of:

a) any committee or sub-committee of the Authority, or
b) and represents the Authority on, any joint committee or joint sub-committee of the Authority; and
c) who is entitled to vote on any question that falls to be decided at any Meeting.

3. **APOLOGIES**
   To receive apologies from Committee members

4. **VICE CHAIRMAN**
   To discus the need for and if required elect a Vice Chairman for this committee.

5. **APOINTMENT OF SECRATERY**
   Duties - Arrange meetings, send out agenda and take minutes, correspondence, keeping tenets records, sending out allotment agreements, liaison with Clerk to the PC.

   This could be split between two people.

6. **ROLES AND RESPONSIBILITIES OF THE COMMITTEE**

The Parish Council has resolved to delegate all allotments management functions to the Allotments Managements Committee with the exception of those listed below: -

i. The power to set rent levels
ii. The power to enter into an allotments agreement
iii. The power to terminate an allotments agreement

In the case of ii this means that a New Allotments Agreement would need to be signed by the Clerk as proper officer of the council. This would only be done with the recommendation of the committee.

In the case of iii any letter of termination would need to be signed by the Clerk as proper officer of the council. This would only be done with the recommendation of the committee.

7. BUDGET

To discus the budget requirements for the following

a) For remainder of 2012/13
b) For 2013/14

8. CORRESPONDENCE

To discus any correspondence received by the committee

9. DATE AND TIME OF NEXT MEETING

To set the date and time of the next committee meeting.

Members of the Press and Public Welcome

Committee

R Barwick C Coulson D Gardiner M Kemp S Shevde