

Town Clerk: Dan Ledger
Town Hall, 1 High Street, CULLOMPTON, EX15 1AB
www.cullomptontowncouncil.gov.uk

TO THE CHAIR AND MEMBERS OF THE GIFT OF A BURROW FOR ALLOTMENTS COMMITTEE

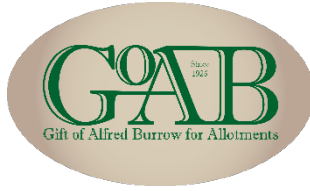
YOU ARE HEREBY INVITED TO ATTEND A MEETING OF THE GIFT OF A BURROW FOR ALLOTMENTS COMMITTEE TO BE HELD AT CULLOMPTON TOWN HALL ON THURSDAY 22 FEBRUARY 2024 COMMENCING AT 10:00AM

15 February 2024

Membership: Councillor E Buczkowski, Councillor J Buczkowski, Councillor R Dietrich (Chair), Councillor T Spring, N Middlewick (Allotment Association), R Thorne (Allotment Tenant).

AGENDA

1. **Apologies for Absences.** To receive apologies for absence.
2. **Declaration of Interest.** To receive Declarations of Interests.
3. **Minutes.** To approve the minutes of the meeting of the Gift of A Burrow for Allotment Committee held on 30 January 2023.
4. **Allotment Report.** To note the update report.
5. **Finances.**
 - 5.1. To agree the end of year position of the Gift of A Burrow for Allotments and the return to the Charity Commission for the Year 2022-2023.
 - 5.2. To agree the Current Account balance at 31 December 2023, note the Aged Debtors and approve any write-offs.
 - 5.3. To approve the payment of Invoices No. 44, 112 and MI10781



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**Minutes of a meeting of the Gift of A Burrow for Allotments Committee
held at the Town Hall on 30 January 2024 at 10:30**

Present:

Committee Members: R Dietrich (Chair), J Buczkowski, R Thorne, N Middlewick.

Others: Town Clerk, Deputy Clerk, Admin Assistant, Finance Officer.

GOAB 24/1. Apologies for Absences. Apologies were received and accepted from Councillor T Spring.

GOAB 24/2. Declaration of Interest. None.

GOAB 24/3. Minutes. The Minutes of the meeting of the Gift of A Burrow for Allotment Committee held on 18 September 2023 were approved.

GOAB 24/4. Update Report. In the absence of the report in the Agenda pack, this matter was deferred.

GOAB 24/5. Finances. All matters were deferred to a future meeting.

GOAB 24/6. Governance. It was agreed that there will be delegation to the Town Clerk of up to £500 where a budget line exists for works or materials required.

GOAB 24/7. Budget.

7.1. The budget for the Financial Years 2023-2024 and 2024-2025 were noted. Committee asked for better preparation of documents at subsequent meetings.

7.2. To draw up a 3-year plan for works. The following matters were discussed:

- Gates to be repaired or replaced.
- Hedges are getting quite tall.
- Allotment pathways levelling, width, condition. It was noted that inter-plot pathways remain the responsibility of the tenants. There is also no pathway along the hedge line and there should be.
- Disabled access to the site; pathway improvements.

RESOLVED that a site visit be conducted by the Committee and the creation of an improvement plan brought back to a future meeting,

The meeting was closed at 11 15.

ALLOTMENT REPORT

24 January 2024

After the inspection which took place in July there were 21 plots that needed attention, the condition of some of these plots needed a lot of effort to put towards a better standard, others not too much.

Letters for improving the condition of these plots were sent to those allotment tenants and results were seen in place when the next inspection took place on 26 October 2023.

Final inspection in December 2023 shows that only a few plots need a small effort to be bring them to the required standard.

General letter has been sent to tenants to remind them to inspect and tidy up the adjoining pathways and to trim the bushes.

Email sent to all GoAB tenants to update them with the newly adopted Allotment Policy and rent increase from 2025.

Results since last inspection:

- Improved standards of cultivation.
- Tenants improved their plot maintenance consistency.
- Better communication & feedback with tenants and co-operation with Allotment association (ideas exchanging, new tenants' induction in presence of member of staff and representative from the Allotment association).
- New Policy in place
- Rent increase
- Decrease in numbers of warning letters.

Occupancy

Occupation situation

- N: of quarter plots - 4
- N: half plots - 52
- N: full plots - 3
- N: of vacations - 7
- N: of evictions - 2
- Allocated new tenants. 9

Waiting lists:

- Primary – 27 people (awaiting allocation of first plot).
- Secondary – 7 people (awaiting allocation of additional plot).

Associated Costs

After tenancy clearance:

- Man hours - £15.00 – £17.00 per hour.
- Skip hire – 10 – yard between £220 - £450.



CHARITY COMMISSION
FOR ENGLAND AND WALES

Gift of A Burrows Allotments

No (if any)

Receipts and payments accounts

CC16a

For the period from	Period start date 01/04/2022	To	Period end date 31/03/2023
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Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Allotment Rents	883	-	-	883	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	883	-	-	883	-
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	883	-	-	883	-
A3 Payments					
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
A4 Asset and investment purchases. (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	-	-	-	-	-
Net of receipts/(payments)	883	-	-	883	-
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	1,153	-	-	1,153	-
Cash funds this year end	2,036	-	-	2,036	-

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Current Account	2,036	-	-
		-	-	-
		-	-	-
	Total cash funds	2,036	-	-
(agree balances with receipts and payments account(s))		OK	OK	OK

	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval

Gift of A Burrow
List of Receipts Entered for FY 22/23

A/c Code	Invoice Date	Invoice No	Amount Paid	Date Paid
BAC01	01/09/2022	588	£20.00	06/09/2022
SES01	01/09/2022	557	£28.00	06/09/2022
DOO01	01/09/2022	544	£28.00	06/09/2022
OHA01	01/09/2022	550	£28.00	06/09/2022
SHE01	01/09/2022	587	£20.00	06/09/2022
WAT01	01/09/2022	569	£28.00	06/09/2022
WRI02	01/09/2022	580	£20.00	06/09/2022
SPR01	01/09/2022	556	£28.00	06/09/2022
SPR02	01/09/2022	559	£20.00	06/09/2022
HAR02	01/09/2022	584	£20.00	07/09/2022
GIL01	01/09/2022	590	£20.00	07/09/2022
DAV03	01/09/2022	568	£28.00	07/09/2022
REA01	01/09/2022	548	£43.00	08/09/2022
WRI01	01/09/2022	563	£28.00	09/09/2022
THO01	01/09/2022	565	£20.00	13/09/2022
THO02	01/09/2022	566	£20.00	13/09/2022
SHU01	01/09/2022	543	£28.00	14/09/2022
MID01	01/09/2022	583	£43.00	20/09/2022
SWE01	01/09/2022	574	£28.00	20/09/2022
MAR02	01/09/2022	564	£28.00	20/09/2022
STE01	01/09/2022	579	£28.00	21/09/2022
PAR01	01/09/2022	581	£35.00	21/09/2022
BOD01	01/09/2022	547	£28.00	22/09/2022
DAV02	01/09/2022	577	£28.00	26/09/2022
FIS01	01/09/2022	553	£28.00	26/09/2022
HES01	01/09/2022	555	£43.00	27/09/2022
ROU01	01/09/2022	561	£20.00	29/09/2022
RAY01	01/09/2022	552	£43.00	04/10/2022
HOW01	01/09/2022	545	£28.00	05/10/2022
TOD01	01/09/2022	570	£28.00	17/10/2022
WEB02	01/09/2022	586	£28.00	31/10/2022
CHA01	01/09/2022	549	£20.00	28/11/2022
Total Receipts Entered			£883.00	

Gift of A Burrow

Receipts and Payments Summary

Current Bank A/C

	<u>Receipt Totals</u>	<u>Payment Totals</u>	
Month 6	562	0	
Month 7	321	0	
Month 12	0	0	
<hr/>			
Total Receipts / Payments	883.00	0	Closing Trial Balance
Opening Balance	1152.97		
Closing Balance		2,035.97	2,035.97
	<u>2,035.97</u>	<u>2,035.97</u>	

Bank Reconciliation

Financial period ending 31/01/24

Balance per bank statements as at 31/01/24	£	£
Natwest Current Account	£91.00	
Unity T1 Current Account	£3,173.98	
	<hr/>	£3,264.98
Petty cash (no balance)		£0.00
Less: any unpresented cheques		£0.00
Add: any uncleared effects		£0.00
Net balances as at 31/01/24		£3,264.98

Consolidated Balance Sheet

31/03/23

£

31/01/24

£

Current assets

0.00	Investments	0.00
0.00	Loans Made	0.00
0.00	Investment	0.00
0.00	Stocks	0.00
0.00	VAT Recoverable	0.00
20.00	Debtors	237.00
0.00	Payment in Advance	0.00
2,035.97	Cash in Hand & at Bank	3,264.98
<u>2,055.97</u>	TOTAL CURRENT ASSETS	<u>3,501.98</u>
<u>2,055.97</u>	TOTAL ASSETS	<u>3,501.98</u>

Current liabilities

0.00	Loans Received	0.00
0.00	Temporary Borrowing	0.00
0.00	VAT Payable	0.00
0.00	Creditors	2,599.93
0.00	Receipts in Advance	0.00
<u>0.00</u>	TOTAL CURRENT LIABILITIES	<u>2,599.93</u>
<u>2,055.97</u>	TOTAL ASSETS LESS CURRENT LIABILITIES	<u>902.05</u>
0.00	Long Term Borrowing	0.00
0.00	Deferred Liabilities	0.00
0.00	Deferred Credits	0.00
<u>0.00</u>		<u>0.00</u>
<u>2,055.97</u>	NET ASSETS	<u>902.05</u>

TOTAL FUNDS OF THE CHARITY

Unrestricted funds

2,055.97	General Reserves	902.05
0.00	Earmarked Reserves	0.00
0.00	Total Fixed Assets	0.00
<u>2,055.97</u>		<u>902.05</u>

Signed _____

Chairman

Date

Responsible Financial Officer

Aged Debtors as of 31/01/2024					
Customer	Invoice Date	Invoice Number	Details	Invoice Total	Notes
			Overpayment - Allotment Association Fee	-£10.00	Need to refund.
	01/09/2022	542	Annual Rent 2022/23	£28.00	Payment 02/02/2024
	01/09/2022	585	Annual Rent 2022/23	£28.00	Payment 05/02/2024
	30/09/2023	33	Annual Rent 2023/24 Plot 20A, Tiverton Road	£20.00	Payment 16/02/2024.
	01/09/2022	593	Annual Rent 2022/23	£20.00	Payment 15/02/2024
	30/09/2023	21	Annual Rent 2023/24 Plot 13A, Tiverton Road	£20.00	Payment 06/02/2024
	01/09/2022	588	Annual Rent 2022/23	£8.00	Allotment Association Fee was charged, tenant not a member at the time. Waiting on refund from Allotment Association.
	01/09/2022	561	Annual Rent 2022/23	£8.00	Allotment Association Fee was charged, tenant not a member at the time. Waiting on refund from Allotment Association.
	06/11/2023	575	Balance due, tn 23 - Annual Rent 2022/23	£8.00	Allotment Association Fee was charged, tenant not a member at the time. Waiting on refund from Allotment Association.
	01/09/2022	546	Annual Rent 2022/23	£8.00	Allotment Association Fee was charged, tenant not a member at the time. Waiting on refund from Allotment Association.
	01/09/2022	442	Annual Rent 2022/23	£8.00	Allotment Association.
			Total	£146.00	

Write Offs					
Customer	Invoice Date	Invoice Number	Details	Invoice Total	Notes
	06/11/2023	573	Balance due, tn 4 - Annual Rent 2022/23	£1.00	Underpayment
	06/11/2023	558	Balance due, tn 10 - Annual Rent 2022/23	£1.00	Underpayment
	06/11/2023	571	Balance due, tn 16 - Annual Rent 2022/23	£1.00	Underpayment
	01/09/2021	520	Annual Rent 2022/23	£20.00	E-mail sent chasing payment 23/01/2024, follow up email sent 15/02/2024. No reply.
	01/09/2022	551	Annual Rent 2022/23	£28.00	Email received from I Rooker confirming vacated allotment early 2022. Invoice raised in error.
	01/09/2022	546	Annual Rent 2022/23	£20.00	Document 442 should have been a credit note cancelling invoice 546, posted in error as invoice on rialtas.
	01/09/2022	442	Annual Rent 2022/23	£20.00	
			Total	£91.00	

Aged Creditors as of 31/01/2024					
Supplier	Invoice Date	Invoice Number	Details	Invoice Total	Notes
Cullompton Town Council	01/04/2023	MI10781	Expenditure FY 21/22	£404.29	Needs to be paid
Cullompton Town Council	01/12/2023	44-1	Expenditure FY 22/23	£2,035.79	Needs to be paid
Cullompton Town Council	31/01/2024	33	Expenditure to 31/12/2023	£159.85	Needs to be paid
Total				£2,599.93	