

IN ACCORDANCE WITH THE STATUTORY REQUIREMENTS OF THE [LOCAL GOVERNMENT ACT 1972 SCHEDULE 12 PARAGRAPH 10\(2\)](#) AND THE [PUBLIC BODIES \(ADMISSIONS TO MEETINGS\) ACT 1960 SECTION 1\(4\)](#)

NOTICE IS GIVEN THAT A UPCOTT FIELD TRUST MEETING WILL BE HELD AT TOWN HALL, CULLOMPTON ON THURSDAY, 23 MAY 2024 AT ON THE RISING OF UPCOTT FIELD TRUST.

TO THE MEMBERS OF CULLOMPTON TOWN COUNCIL - THE SOLE TRUSTEE OF THE GIFT OF A BURROW FOR ALLOTMENTS TRUST

YOU ARE HEREBY SUMMONED TO ATTEND THE AGM OF THE OF THE GIFT OF A BURROW FOR ALLOTMENT TRUST

Date of Notice: 17 May 2024

Date of Meeting: 23 May 2024

AGENDA

A23/001 Apologies for Absences. The Trust to receive apologies for absence and consider the reasons given ([LGA 1972 s85\(1\)](#)).

A23/002 Declaration of Interest & Dispensations. Members to declare any interests, including Disclosable Pecuniary Interests, they may have in agenda items that accord with the requirements of the Town Council's Code of Conduct and to consider any prior requests from members for Dispensations that accord with [Localism Act 2011 s33\(b-e\)](#) (NB this does not preclude any later declarations).

A23/003 Minutes. To receive and note the Minutes of the meeting of the GOAB Committee held on:

1. 1 June 2023.
2. 28 September 2023.
3. 30 January 2024.
4. 22 February 2024.

A23/004 Governance.

1. To approve the formation of a Gift of A Burrow for Allotments Committee.
2. That up to 7 members of Cullompton Town Council are appointed to form an Upcott Field Committee.
3. To confirm the co-option of Richard Thorne and Nigel Middlewick as allotment tenant members of the Gift of A Burrow for allotments Committee and that both co-opted members will have full voting rights.
4. To approve that further non-Council members may be co-opted to the Committee by the Committee and that these members are eligible for full voting rights if deemed appropriate.
5. That the formulation of Governing Documents and Terms of Reference including a Scheme of Delegation is delegated to the Gift of A Burrow for Allotments Committee for decision.



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MINUTES OF A MEETING OF THE TRUSTEES OF GIFT OF A BURROW FOR ALLOTMENTS HELD AT CULLOMPTON TOWN HALL ON THURSDAY 1 JUNE 2023

THOSE PRESENT:

Councillors: J Buczkowski, R Dietrich, S Holvey.
Officers: The Town Clerk, the Deputy Town Clerk.

GoAB 23/001 ELECTION OF CHAIR

RESOLVED that Councillor R Dietrich is elected Chair for the Municipal Year 2023-2024.

GoAB 23/002 APOLOGIES FOR ABSENCES

There were no apologies for absence tendered.

GoAB 23/003 Declaration of Interest & Dispensations

There were no Declarations of Interests made and no Dispensations granted.

GoAB 23/004 PUBLIC QUESTION TIME

Nigel Middlewick (Treasurer of Allotment Assoc). Disappointed that the Allotment Assoc were not specifically invited. Number of allotment plots are unworked and there has not been a formal inspection of the allotments. *An allotment inspection will be conducted in the next few weeks with a view to addressing the unworked plots.*

He expressed the Association's concern about the changes made to Plot 17 and the cost of those changes. *The Council has a duty under the Equality Act 1998 to make reasonable adjustments to allow those with disabilities to access the benefits of holding an allotment and the adjustments made to Plot 17 fall under the category of reasonable.*

Mr Middlewick is content to report concerns around the allotments to the Council and would like to be informed of future meeting of Trustees.

GoAB 23/005 MINUTES

The minutes of the meeting held on 25 November 2022 were adopted as a true and correct record of the meeting.

GoAB 23/006 FINANCES

1. The current financial position of the Gift of A Burrow for Allotments Trust was noted.
2. The end of year accounts of the Gift of A Burrow for Allotments Trust were noted.
3. To consider the future sustainability of the Gift of A Burrow for Allotments Trust.

RESOLVED that the sustainability of the Gift of A Burrow for Allotments Trust is considered in detail when detailed figures are known and a site visit by Trustees has been conducted.

4. **RESOLVED** to ratify the recommendation from Cullompton Town Council on signatories of the Gift of A Burrow for Allotments Trust and that the Chair and Vice-Chair of the Council together with the Chair of the Gift of A Burrow for Allotments Trustees become signatories of the bank account.

GoAB 23/007

GOVERNANCE

To consider the direction required for the Governance of the Gift of A Burrow for Allotments Trust.

RESOLVED that a representative of the Allotment Assoc and one Tenant who is not a member of the Allotment Association with a further, independent, Trustee who is not an allotment Tenant are invited to join the Trustees.



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MINUTES OF A MEETING OF THE TRUSTEES OF GIFT OF A BURROW FOR ALLOTMENTS HELD AT CULLOMPTON TOWN HALL ON THURSDAY 28 SEPTEMBER 2023

Present:

Councillors: E Buczkowski, J Buczkowski, R Dietrich, N Middlewick.

Officers: The Town Clerk, Deputy Clerk, Administrative Assistant.

GoAB 23/008 Election of Chair. In the absence of the Chair, Councillor T Spring was elected Chair for this meeting only.

GoAB 23/009 Apologies for Absences. to receive apologies for absence and consider the reasons given ([LGA 1972 s85\(1\)](#)). Apologies for absence were received and accepted from Councillor R Dietrich. Councillor T Spring is elected Chair for this meeting.

GoAB 23/010 Declaration of Interest. There were no Declarations of Interests made.

GoAB 23/011 Public Question Time. The following questions were asked:

N Middlewick – Allotment finances. Half plots used to cost exactly half that of a full plot but now cost a bit more. Would like an assurance that the plot reverts to the half-cost policy. A deposit has not been asked for in the past due to the additional administration costs but he feels that it may be beyond the means of some. Concerned that, if somebody takes on a plot part way through the year, they will be charged a full year's rent particularly when the rent has already been paid for. Concern that the Burrow's Field appears to be being lumped in with Council business rather than a stand-alone Trust document.

Agenda should be worded appropriately in future to ensure that there is a delineation between the Council and the Trustees.

GoAB 23/012 Minutes. To approve the minutes of the meeting of the Gift of A Burrow for Allotment Committee held on 1 June 2023. Adopted.

GoAB 23/013 Allotment Report. To receive the update report. Recommendations agreed.

GoAB 23/014 Finances

1. To consider rent increases to £30 (half-plot) and £50 (full-plot) with effect from 30 September 2024.

RESOLVED that half plot rents increase to £30 for a half plot, and full plot rents increase to £50 but that two half plots are charged as a single and that rents are charged pro-rata if a plot is taken in year.

2. To consider the collection and retention of deposits for new allotment tenants.

RESOLVED that deposits are not collected and retained for new allotment tenants.

3. To approve the transfer of the complete balance of the Gift of A Burrow for Allotments bank account from Natwest Bank plc to Unity Bank.

RESOLVED that the complete balance of the Gift of A Burrow for Allotments bank account is moved from NatWest Bank plc to Unity Bank.

GoAB 23/015 Governance.

1. To consider the co-option of a Trustee from within the Allotment Association and a Trustee who is not a member of the Allotment Association.

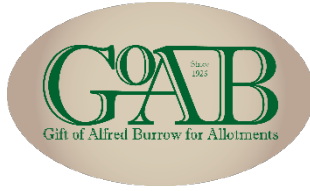
RESOLVED that Nigel Middlewick is appointed to the Trustees as a representative of the Allotment Association and that Richard Thorne is nominated as the non-Allotment Association member representative to the Trustees.

2. To consider the adoption of the revised Allotment Policy for the Burrow's Field.

RESOLVED that the Allotment Policy for GoAB is adopted including the offer of quarter plots at a cost of £17.50, the latter subject to consultation with the Allotment Association.

GoAB 23/016 Maintenance. To consider the supply and installation of plot markers at Burrow's Field for ease of identification of allotment plots.

RESOLVED that allotment plot markers are placed in accordance with the Allotment Policy.



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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 23/017 Apologies for Absences. Apologies were received and accepted from Councillor T Spring.

GoAB 23/018 Declaration of Interest. None.

GoAB 23/019 Minutes. The Minutes of the meeting of the Gift of A Burrow for Allotment Committee held on 28 September 2023 were approved.

GoAB 23/020 Update Report. In the absence of the report in the Agenda pack, this matter was deferred.

GoAB 23/021 Finances. All matters were deferred to a future meeting.

GoAB 23/022 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 23/023 Budget.

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



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**MINUTES OF A MEETING OF THE GIFT OF A BURROW FOR ALLOTMENTS COMMITTEE
HELD ON THURSDAY 22 FEBRUARY 2024**

Those Present:

Committee Members: Councillor R Dietrich (Chair), Councillor T Spring, N Middlewick (Allotment Association)

Officers: Town Clerk, Deputy Clerk, Finance Officer, Administrative Assistant.

GoAB 23/024 Apologies for Absences. Apologies for absence were received and accepted from Councillor E Buczkowski and R Thorne (Allotment Tenant).

GoAB 23/025 Declaration of Interest. There were no declarations of interests made.

GoAB 23/026 Minutes. The Minutes of the meeting of the Gift of A Burrow for Allotment Committee held on 30 January 2023 were adopted as a true and correct record of the meeting and signed as such.

GoAB 23/027 Allotment Report. The allotment report was noted.

GoAB 23/028 Finances.

1. **RESOLVED** that 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 is agreed.
2. **RESOLVED** that the Current Account balance at 31 December 2023 is agreed, to note the Aged Debtors and approve write-offs.
3. **RESOLVED** that the payment Invoices No. 44, 112 and MI10781 is approved.

GoAB 23/029 It was acknowledged that an allotment site visit will take place on Monday, 4 March 2024 at 10:00.

GoAB 23/030 There was a request for some sort of toilet facility at the allotment site. A bucket toilet was suggested as the composting variety is expensive to manage on an ongoing basis; only the provision of a shed will be required and users would be expected to supply their own bucket.

Meeting closed at 10:35.