

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 GIFT OF A BURROWS FOR ALLOTMENTS COMMITTEE MEETING WILL BE HELD AT TOWN HALL, CULLOMPTON ON TUESDAY, 18 JUNE 2024 AT 10AM.

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

YOU ARE HEREBY SUMMONED TO ATTEND A MEETING OF THE OF THE GIFT OF A BURROW FOR ALOTMENT TRUST

Date of Notice: 13 JUNE 2024

Date of Meeting: 18 JUNE 2024

AGENDA

- A23/005 Election of Chair.** To elect a Chair of the Gift of A Burrows for Allotments Committee.
- A23/006 Apologies for Absences.** The Trust to receive apologies for absence and consider the reasons given ([LGA 1972 s85\(1\)](#)).
- A23/007 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).
- A23/008 Allotment Report.** To note the Allotment report.
- A23/009 Governance.** To approve the draft Terms of Reference for the Gift of A Burrows for Allotments Committee.
- A23/010 Finance.**
1. To consider the end of year accounts dated 31 March 2024.
 2. To note the financial position at 31 May 2024.
 3. To approve the payments list.
 4. To consider the fee paid to Cullompton Town Council for the administration of Burrow's Field.
 5. To nominate four signatories to the Gift of A Burrows for Allotments bank account.
- A23/011 Maintenance.**
1. To consider the repair and replacement of access gates to Burrow's Field.

2. To consider maintenance and improvement projects for the Financial Year 2024-2025.

GOAB ALLOTMENTS RE-INSPECTION 04/06/2024

In summary the site looks very good, only a few plots tenants needed to be informed to do some improvements. Emails sent 07/06/2024.

- 2 plots in poor condition.
- 2 plots need monitoring due to health issues.
- Half plot overgrown untended in process of allocating new tenants. Only a single half plot is available for tenancy, and it will be split in 2 small quarters.
- The rest of the plots in very good or excellent condition.

WAITING LISTS:

Primary waiting list – 23 people.

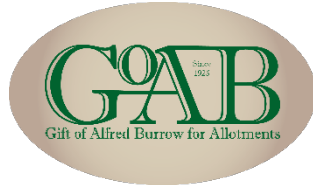
Secondary waiting list – 8 people.

TO DO:

- 2 more quarters to be established on plot 31A.
- Update allotment map.
- Perry will trim 31A.
- Perry will level up the adjoining path between plot 31 and 30 when available.
- Plot Markers.
- GoAB Admin hours – 20h/week.

Quotes for replacing three of the gates

- Manhours: 3.5h each gate to build and attach – 1 person.
- Timber costs.
- Gates measurements:
 - Bottom gate: H 74 “x W 38” (187.96cm x 96.52cm).
 - Mid gate H 74” x W 43” (187.96cm x 109.22cm).
 - Upper gate H 74 x W 43” (187.96cm x 109.22cm).



Town Clerk: Dan Ledger
The Town Hall, 1 High Street, CULLOMPTON, EX15 1AB
town.clerk@cullomptonwncouncil.gov.uk
01884 38249

GIFT OF A BURROWS FOR ALLOTMENTS COMMITTEE TERMS OF REFERENCE

COMMITTEE TYPE: EXECUTIVE

PURPOSE: To manage, on a day-to-day basis, the Gift of A Burrows for Allotments Charity and the land at Tiverton Road (known as Burrows Field) on behalf of the Sole Trustee (Cullompton Town Council).

RESPONSIBILITY: The Gift of A Burrows for Allotments Committee will be responsible to the Sole Trustee (Cullompton Town Council).

AUTHORITY:

1. The Gift of A Burrows for Allotments Committee is delegated to manage the finances of the Trust. Funds are held in a separate account to that of Cullompton Town Council.
2. The Gift of A Burrows for Allotments Committee is authorised to spend, within the limits of the balance of the Gift of A Burrows for Allotments bank account, on projects within the boundary of Burrow's Field. The accounts will be administered by the Sole Trustee (Cullompton Town Council).
3. The Gift of A Burrows for Allotments Committee is authorised to make grant applications on behalf of the Trust.
4. The Gift of A Burrows for Allotments Committee is authorised to set the level of rent levied on allotment tenants at Burrow's Field.
5. The Gift of A Burrows for Allotments Committee will be required to create a budget annually.

SCOPE:

5. The Gift of A Burrows for Allotments Committee will consist of up to 5 members of Cullompton Town Council. In addition, representatives will be invited to join from the allotment tenants at Burrow's Field. The membership will be decided at the Annual General Meeting held in May of each year; the Annual General Meeting of

the Sole Trustee will take place immediately after the Annual Meeting of the Council.

6. The Gift of A Burrows for Allotments Committee will meet as required and meetings will be called by the Chair of the Committee via the administrative offices of the Sole Trustee. The Agenda for each meeting will be produced by an officer employed by the Sole Trustee.
7. Meetings will take place in accordance with the Local Government Act 1972 and Town Council Standing Orders. Committee members will be expected to adhere to the Town Council's Code of Conduct.
8. The Chair of the Gift of A Burrows for Allotments will be elected each year at the first meeting after the Annual General Meeting.
9. A quorum of the Gift of A Burrows for Allotments Committee will be not less than three members.
10. These Terms of Reference will be reviewed annually at the Annual General Meeting of the Gift of A Burrows Trustee.
11. The Town Clerk to Cullompton Town Council is delegated authority to spend up to £500 in a single transaction on matters related to Burrow's Field.

Income and Expenditure Account

Unaudited

31/03/23 £		31/03/24 £
	INCOME	
0.00	Income	1,693.00
0.00	Interest on Investments	0.00
0.00	Precept	0.00
<u>0.00</u>	INCOME TOTAL	<u>1,693.00</u>
	EXPENDITURE	
0.00	Expenditure	2,903.93
0.00	General Administration	44.34
0.00	S. 137 Payments	0.00
	Capital reduction long term borrowing	0.00
<u>0.00</u>	EXPENDITURE TOTAL	<u>2,948.27</u>
2,055.97	Balance as at 01/04/23	2,055.97
<u>0.00</u>	Add Total Income	<u>1,693.00</u>
2,055.97		3,748.97
<u>0.00</u>	Deduct Total Expenditure	<u>2,948.27</u>
0.00	Stock Adjustment	0.00
<u>0.00</u>	Transfer to/ from reserves	0.00
<u>2,055.97</u>	Balance as at 31/03/24	<u>800.70</u>

Signed

Chair

Clerk / Responsible Financial Officer

Bank Account Reconciled Statement

Natwest Current Account

Statement Number	4	Bank Statement No.	4
Statement Opening Balance	£119.00	Opening Date	01/03/24
Statement Closing Balance	£0.00	Closing Date	31/03/24
True/ Cashbook Closing Balance	£0.00		

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
26/03/24	PIS 4 - Chq 000057		119.00	0.00	0.00

Uncleared and unrepresented effects

Total uncleared and unrepresented	0.00	0.00
Total debits / credits	119	0

Reconciled by Maz Findlay

Signed _____
Clerk / Responsible Financial Officer

Chair

Date _____

Bank Account Reconciled Statement

Unity T1 Current Account	20486471	60-83-01
Statement Number	4	Bank Statement No. 4
Statement Opening Balance	£3,261.63	Opening Date 01/03/24
Statement Closing Balance	£800.70	Closing Date 31/03/24
True/ Cashbook Closing Balance	£800.70	

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
23/02/24	PIS 000003	Multiple Suppliers/ Customers	0.00	48.00	3,309.63
18/03/24	BP 20240318 SS	Sallyann Sweet	0.00	-10.00	3,299.63
18/03/24	FPO 20240318 CTC	Cullompton Town Council	2,599.93	0.00	699.70
26/03/24	PIS 4 - Chq 000057		0.00	119.00	818.70
31/03/24	SC 2024-03-31	Unity Trust Bank	18.00	0.00	800.70

Uncleared and unrepresented effects

Total uncleared and unrepresented	0.00	0.00
Total debits / credits	2617.93	157

Reconciled by Maz Findlay

Signed _____
Clerk / Responsible Financial Officer

Chair

Date _____

Financial Budget Comparison

Comparison between 01/04/24 and 31/05/24 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/24

	2024/2025	Reserve Movements	Actual Net	Balance	
INCOME					
Gift of A Burrow					
1	Allotments	£1,100.00	£0.00	£500.00	-£600.00
10	Bank Interest	£0.00	£0.00	£0.00	£0.00
99	Suspense	£0.00	£0.00	£0.00	£0.00
Total Gift of A Burrow		£1,100.00	£0.00	£500.00	-£600.00
Total Income		£1,100.00	£0.00	£500.00	-£600.00

Financial Budget Comparison

Comparison between 01/04/24 and 31/05/24 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/24

	2024/2025	Reserve Movements	Actual Net	Balance	
EXPENDITURE					
Gift of A Burrow					
100	Allotments	£975.00	£0.00	£241.40	£733.60
110	Bank Charges	£75.00	£0.00	£0.00	£75.00
115	Card Transaction Fee	£50.00	£0.00	£0.00	£50.00
Total Gift of A Burrow		£1,100.00	£0.00	£241.40	£858.60
Total Expenditure		£1,100.00	£0.00	£241.40	£858.60
Total Income		£1,100.00	£0.00	£500.00	-£600.00
Total Expenditure		£1,100.00	£0.00	£241.40	£858.60
Total Net Balance		£0.00		£258.60	

Bank Account Reconciled Statement

Natwest Current Account

Statement Number	6	Bank Statement No.	6
Statement Opening Balance	£0.00	Opening Date	01/05/24
Statement Closing Balance	£0.00	Closing Date	31/05/24
True/ Cashbook Closing Balance	£0.00		

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
	No activity		0.00	0.00	0.00

Uncleared and unrepresented effects

Total uncleared and unrepresented	0.00	0.00
Total debits / credits	0	0

Reconciled by Maz Findlay

Signed _____
Clerk / Responsible Financial Officer

Chair

Date _____

Bank Account Reconciled Statement

Unity T1 Current Account	20486471	60-83-01
Statement Number	6	Bank Statement No. 6
Statement Opening Balance	£1,300.70	Opening Date 01/05/24
Statement Closing Balance	£1,300.70	Closing Date 31/05/24
True/ Cashbook Closing Balance	£1,300.70	

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
	No activity		0.00	0.00	1,300.70

Uncleared and unrepresented effects

Total uncleared and unrepresented	0.00	0.00
Total debits / credits	0	0

Reconciled by Maz Findlay

Signed _____
Clerk / Responsible Financial Officer

Chair

Date _____

Gift of A Burrow

Expenditure transactions - payments approval list Start of year 01/04/24

No	Payment Reference	Gross	Vat	Net	To pay	Invoice date	Invoice no.	Details	Payment Reference Total
1001		£280.80	£46.80	£234.00	£280.80	10/05/24	IN206688973	Mole Valley Farmers Ltd - Mach Half Rnd Stake 1650x100mm x60	
1002		£8.88	£1.48	£7.40	£8.88	14/05/24		Labdon Building Supplies - RUST-OLEUM PAINTER S TOUCH WHITE SATIN 400MLS	
Total		£289.68	£48.28	£241.40	£289.68				

Signature _____

Signature _____

Date _____



The Town Hall, 1 High Street, CULLOMPTON, EX15 1AB

Gift of A Burrow for Allotments	
Date of report	June 2024
Version	1
Item of business	ALLOTMENT ADMINISTRATION COSTS
Recommendations	That the report is noted.

1. Currently, the Administrative Assistant spends approximately 15 hours per month (180 hours per annum) administering Burrow's Field. This comprises of:
 - 1.1. A monthly allotment inspection (1-2 hours/month).
 - 1.2. A reinspection those plots identified as requiring attention (½ hour/month).
 - 1.3. New tenant visits and other administrative tasks (10 hours/month).
2. At current hourly rates, this equates to approximately £3,600.00 per annum; this does not include the time of the outdoor staff carrying out maintenance tasks at the site.
3. This position is unsustainable for the Town Council to support a Charity in this way, outside of the usual competitive grant funding process operated by the Town Council.
4. In order to reduce these costs to the £500 that has previously been charged to the Charity by the Council, monthly hours will need to be reduced to 24 hours per annum, or two hours per month. This will consist of quarterly inspections with follow-up actions, managing the tenancy list and annual invoicing.