



Shipley Town Council

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Dear Councillor,
You are hereby summoned to the meeting of the Shipley Town Council

ALLOTMENTS COMMITTEE

to be held at 7.00pm on Wednesday 3 June 2020

The meeting will be held remotely, in accordance with the *Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020*.

An electronic link and telephone number to join the meeting will be sent to your electronic mail address, providing access to the meeting by video link or telephone.

Yours sincerely

Joe Ashton, Town Clerk, 29 May 2020

PUBLIC NOTICE

Meetings of Shipley Town Council are open to the press and public in accordance with the *Public Bodies (Admission to Meetings) Act 1960* and the *Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020*.

Members of the press and public requiring to observe and/or record this meeting and/or to speak during the designated Public Participation period should contact the Town Clerk by 6.00pm on Tuesday 2 June 2020, using the above contact details. An electronic link and telephone number will be supplied, providing access to the meeting by video link or telephone.

Meetings of Shipley Town Council may be recorded and reported upon in accordance with the *Public Bodies (Admission to Meetings) Act 1960* and the *Openness of Local Government Regulations 2014*.

A G E N D A

ITEM 1 – ELECTION OF COMMITTEE CHAIR

- 1.1 To elect a Chair of the Allotments Committee for 2020/21
- 1.2 To receive the Chair's opening remarks

ITEM 2 – ELECTION OF COMMITTEE VICE CHAIR

- 2.1 To elect a Vice Chair of the Allotments Committee for 2020/21

ITEM 3 – APOLOGIES FOR ABSENCE

- 3.1 To receive and note apologies for absence
- 3.2 To approve reasons for absence (if provided)

ITEM 4 – INTERIM TERMS OF REFERENCE

- 4.1 To receive interim terms of reference for the Allotments Committee
- 4.2 To note decisions made the Annual Meeting of the Town Council which affect the governance of the Allotments Committee

ITEM 5 – MEMBERS' INTERESTS

- 5.1 To receive disclosures of members' pecuniary and other interests
- 5.2 To agree dispensations for interests (if applicable)

ITEM 6 – PUBLIC PARTICIPATION

- 6.1 To adjourn the meeting for a period of public participation (to be managed in accordance with the relevant adopted Standing Order)
- 6.2 To invite district councillors and other guests to address the committee (if applicable)

ITEM 7 – ALLOTMENT TRANSFERS

- 7.1 To note the legal power to provide allotment gardens and the legal duty to provide allotment gardens if there is demand and it is reasonable to do so
- 7.2 To receive notification of the Legal Topic Notes/Advice Notes, from the National Association of Local Councils and Yorkshire Local Councils Associations, relevant to the management of the municipal allotment gardens in Shipley
- 7.3 To agree a recommendation to Full Council regarding a subscription to the local authority membership category of the National Allotments Society
- 7.4 To note the transfer, on 1 June 2020, of the allotment garden sites at Carlton Avenue, Caroline Street, Northcliffe and Red Beck, each site valued at a nominal £1
- 7.5 To receive an update from the Town Clerk on conveyancing
- 7.6 To engage a solicitor to act for Council in the transfer of the property
- 7.7 To discuss the charitable trust covering Northcliffe Allotments and the draft Service Level Agreement with Northcliffe Allotment Society

- 7.8** To consider arrangements for the transfer of plot tenancies
- 7.9** To agree an independent audit of the physical condition and management of the allotment sites
- 7.10** To consider the risk management and insurance implications arising from the ownership and management of the allotment sites
- 7.11** To consider the proposed policies which are relevant to the transfer of the allotments
- 7.12** To consider the budget delegated to the Allotments Committee (including reserves and income from rent and grants)

ITEM 8 – CORRESPONDENCE

- 8.1** To note correspondence received by the Town Clerk and which requires the attention of the committee under its terms of reference
- 8.2** To agree any actions arising

ITEM 9 – URGENT NOTICES AND REPORTS

- 9.1** To receive urgent notices and reports, for information only, from the Town Clerk
- 9.2** To receive urgent notices and reports, for information only, from Members of the Council

ITEM 10 – PUBLICITY

- 10.1** To agree the publicity statements arising from this meeting

ITEM 11 – FUTURE BUSINESS

- 11.1** To note the items of business arising for consideration at future meetings (Town Clerk to report)
- 11.2** To receive advance notice from Members as to tabled future business

ITEM 12 – CALENDAR OF MEETINGS

- 12.1** To agree a draft calendar of committee meetings for the municipal year 2020/21
- 12.2** To confirm the date of the next meeting of the Allotments Committee

END
