

WELLINGTON TOWN COUNCIL

**Minutes of the Allotments Committee Meeting held on Thursday 9th June 2022
at 6pm in the Council Chambers, Wellington Town Council, 28 Fore Street,
Wellington. TA21 8AQ**

Present: Councillor J Lloyd (Chair), C Govier, C Booth
Councillors W Battishill, M Lithgow & Kieran Canham (arrived 5
minutes late)

Annette Kirk Deputy Clerk

In attendance: Councillor J Thorne

75. TO ELECT A CHAIRMAN FOR THE FORTHCOMING YEAR

The Committee **RESOLVED** to elect Councillor J Lloyd as Chair

Proposed by: Councillor C Booth
Seconded by: Councillor C Govier

76. Apologies
No apologies

77. Declarations of interest
There were no interests to declare.

78. Minutes
RESOLVED to confirm and sign the minutes of the meeting held on 21st
February 2022

79. Public participation
None

80. REVIEW OF TERMS OF REFERENCE

The Committee **RESOLVED** to recommend the acceptance of the revised
Terms of Reference to the Town Council at its next meeting.

81. Update on Plot Vacancies and Waiting List

- Deputy Clerk reported:
 - No Vacant plots available at present.
 - 22 names on the waiting list for The Basins Allotments

82. General Maintenance & Inspections

- a. **Spring Inspections:** Deputy Clerk circulated a general email to all tenants regarding open waterbutts, grass cutting and removal of weeds. Warning letters and emails have been sent to tenants. The Deputy Clerk inspected three plots on Tuesday 7th June and contacted the tenants
- b. **Rubbish Clearance: RECOMMENDATION** that we support new tenants who have taken on an overgrown plot. The Council to contact the Community Warden to cut, tidy and remove rubbish.

The Committee **RESOLVED** to support new tenants who have taken on an overgrown plot. The Council to instruct the Community Warden to cut, tidy and remove rubbish.

- c. **Arboricare Ltd** – To inspect three large Ash Trees for suspected Ash Die Back in July. The Deputy Clerk to instruct Arboricare Ltd to inspect and provide a report and quotation in readiness for the next committee meeting.
- d. **Committee Members Inspection Training:** Two dates were provided by the Chair: Thursday 30th June 2022 – 6.30pm and Thursday 7th July 2022 – 6.30pm.

Councillors C Booth, M Lithgow, C Govier, W Battishill and K Canham said they could attend the attend on Thursday 7th July 2022 at 6.30pm. To meet at the Allotments Main Entrance Gate.

Councillor J Lloyd (Chair) to prepare training packs, these to be circulated in readiness for the 7th July 2022.

- e. **New Notice Board** – Deputy Clerk provided a report detailing three quotations from:
 - i. Fitzpatrick Woolmer £1,627.00 plus £325.40 VAT = £1952.40 (to include header)
 - ii. Noticeboard Company – photograph and noticeboard specification provided. Wait receipt of Quotation.
 - iii. Kedel Eco Friendly Plastic Products £440.63 plus £88.13 = £528.76.

The Committee noted that it preferred the design from The Noticeboard Company and **RESOLVED** to wait receipt of their quotation from before making a final decision. If the quotation was in line with the quotation received from Fitzpatrick Woolmer it would recommend acceptance of that quote.

83. Allotment Competition 2022

Councillor J Lloyd (Chair) confirmed the date of 1st July 2022 at 2pm. Judges being Allotment Committee Chair and Allan Cavill (Ex Regional representative of the National Society of Allotment Growers).

Councillor J Lloyd (Chair) explained the competition categories to the new committee members and what the judges look for.

84. Longforth Farm Allotments

A copy of the report was circulated to the Committee members. The Deputy Clerk read out the report. The Deputy Clerk to write to everyone on the informal waiting list advising them of the current position and to give them the opportunity to go on The Basins Allotments waiting list.

Deputy Clerk to investigate who was managing the allotment site located in Tonedale.

85. NATIONAL ALLOTMENT SOCIETY

Recommendation: To become a member and pay the annual subscription of - £55.00 Plus VAT – this will offer support and legal advice to the Town Council while managing its current site at The Basins and taking on new Allotment Sites in the future

The Committee **RESOLVED** to accept the annual subscription of £55.00 plus VAT and become a member of the National Allotment Society

86. SCRIBE – ALLOTMENTS SOFTWARE PACKAGE: Town Council to add to its current accounting software package. This will enable the Town Council Officers to manage both the finance and admin accurately. Scribe Proposal circulated prior to meeting.

Recommendation to accept the annual subscription £756.00 and one-off set up fee £197 + VAT

The Committee discussed at length, and it was felt the Scribe quotation was expensive as a bolt-on to the Council's existing Scribe finance software package. We need to show due diligence and obtain two further quotations from other allotment software companies. It was suggested we contact the National Allotment Society to recommend software companies to contact.

The Committee **RESOLVED** for the Deputy Clerk to:

- Speak to Scribe and ask them if there was any movement on their original quotation.
- Speak to the National Allotment Society to recommend software companies who have an allotment software package.
- To obtain two further quotations which will also be compatible with our current Scribe Finance Package and banking system

87. Anything Allotment Holders wish to raise

No allotment holders present.

88. Next Meeting Date:

Monday 8th August 2022 at 6pm.

Venue: The United Reformed Church Hall, Fore Street, Wellington TA21 8AG

Meeting Closed: 7.10pm

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Chair, Councillor Janet Lloyd