

WELLINGTON TOWN COUNCIL

Minutes of the Allotments Committee Meeting held on Monday 8th August 2022 at 6pm in the United Reformed Church Hall, Fore Street, Wellington TA21 8AG

Present: Councillor J Lloyd (Chair), C Govier, C Booth

Annette Kirk Deputy Clerk

Two Allotment Tenants were present

203. APOLOGIES

Councillors M Lithgow, W Battishill and K Canham

204. DECLARATIONS OF INTEREST

There were no interests to declare.

205. MINUTES

RESOLVED to confirm and sign the minutes of the meeting held on Thursday 9th June 2022

206. PUBLIC PARTICIPATION

- Tenant raised concerns over condition of plots and asked that the Council take action to address untidy plots and to terminate tenancies.
- Tenant agreed with the positioning of the new noticeboard on the inside of the main entrance gate. Advised that there were already holes drilled in the main framework that can be used to mount the notice board.

207. UPDATE ON PLOT VACANCIES AND WAITING LIST

- Deputy Clerk reported that Plot 84 tenancy terminated on 31st July 2022 and now re-let to new tenant to commence from 10th August 2022
- 22 people on waiting list

208. GENERAL MAINTENANCE & INSPECTIONS

- I. Deputy Clerk to meet Idverde on Thursday 11th August where they will commence work:
 - a. On mowing and tidying tracks and cutting back brambles.
 - b. Deputy Clerk report that Idverde removed rubbish on Plot 3, 33 and 89 on Thursday 4th August 2022
 - c. Plot 84 – Arrangements have been made for Idverde to strim and tidy plot. Deputy Clerk to liaise with new tenant.
 - d. Plot 11 – Tenant confirmed they will tidy the plot and terminate tenancy on 31st August 2022.

RESOLVED to suspend standing orders to allow a Tenant to speak.
RESOLVED to reinstate standing orders.

It was agreed that the plot would not be divided into two.
- II. **Arboricare Ltd** – Ash dieback report received:
 - a. Two trees in Car Parking Area: Currently no evidence or symptoms of Ash dieback. Re-inspect in 12 months' time.

- b. Far Boundary Line – Tree showing 10-20% Ash dieback present, minor deadwood. Re-inspect in 12 months' time. Probable work likely.

III. Committee Members Inspection Training:

- a. Councillor K Canham met with Councillor J Lloyd (Chair) to complete training. Councillor J Lloyd (Chair) to contact Councillor W Battishill to arrange a training date.
- b. Councillor J Lloyd (Chair) confirmed that August inspections are now due and to be completed in the next three weeks. Deputy Clerk to circulate Inspection Forms to Councillors.

IV. New Notice Board:

RESOLVED to accept quotation from Somerset Sign & Print to install A1 black aluminium magnetic Poster frame Cost £518.26 plus £40.00 fitting.

209. ALLOTMENT COMPETITION 2022:

Councillor J Lloyd (Chair) confirmed that all winners and highly commended tenants had been notified and certificate presentation would be on Thursday 8th September 2022.

210. ALLOTMENT FINANCIAL YEAR 2022 - 2023:

i. Re-contracting of tenancy agreements

The annual rent will increase by £2 to £26.00 for the new allotment year commencing 29th September 2022.

RESOLVED to accept the rent increase by £2 to £26.00 for the new allotment year commencing 29th September 2022.

ii. National Allotment Society (“NAS”) provided a new tenancy agreement template.

RESOLVED to accept and adopt the new tenancy agreement. New tenancy will be used for all new tenants going forward. Existing tenants will be sent the new tenancy agreement, giving 12 months' notice to commence on 29th September 2023.

211. SCRIBE – ALLOTMENTS SOFTWARE PACKAGE:

Deputy Clerk contacted the National Allotment Society who recommended three allotment software companies to contact: Advantedge, Rialtas and MCP Systems/Colony. The Deputy Clerk contacted the companies requesting more information and to arrange online demonstration. More information and costings will be presented to the Committee at the next meeting.

212. ANYTHING ALLOTMENT HOLDERS WISH TO RAISE:

Tenant wanted to thank the Committee for all the work they are doing.

213. NEXT MEETING DATE: Monday 17th October 2022 at 6pm.

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

Meeting Closed: 6.25pm

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Chair, Councillor Janet Lloyd

ALLOTMENTS – The Basins:

Main Entrance Gate Sign Damage.



Somerset Sign and Print Design for New Sign:





 info@somersetsignandprintco.co.uk

 Unit 11, Foxmoor Business Park,
Wellington, Somerset TA219RF

 01823 617 880

11/09/22

Dear Annette,

This is your quote for the Allotment gate sign.

Aluminuim black board 1100 x 500 with vinyl text
and print applied. £55.40 + VAT

Fitting is £20.00 + VAT

Budget Considerations

For Allotments Committee October 2022

Current Budget and Spending

The current spending budget allotments is £4,470 with a current spend of £2,428.81. A break down of the current year spending is below. This spending is off set by rental income (which is likely to be £2,470 by the year end) and £2,000 taken from Precept funds

Date	Description	Supplier	
20/04/2022	Tree Works	Greenways Ground Maintenance	815.65
16/05/2022	Tree Works	Arboricare Ltd	850.00
29/06/2022	Allotment Society Membership	National Allotment Society	55.84
06/09/2022	New Notice Board & Fitting	Somerset Sign & Print Co	486.50
14/09/2022	Padlock (Allotments)	H T Perry & Son	30.82
22/09/2022	Allotment Refund	Miss Rachel Walter (PLOT 11)	50.00
23/09/2022	Rubbish Disposal	ID Verde	90.00
05/10/2022	Allotment Refund	Mr and Mrs P W Blight	50.00
			£2,428.81

There are likely to be other items of expenditure before the year end (Skips approx. £800 and plot clearances approx. £400) which takes the estimated spend to the year end to around £3,500. This leaves an overall under spend of £970.

Considerations for 23-24 budget

As part of the first draft of the budget, I have carried forward £500 of the underspent budget. This is then topped up by the calculated income of £2,716 (97 chargeable plots at £28 each) and £1,500 taken from Precept funds to give an overall spending budget of **£4,716**.

Tree works will be required next year which could come to an amount in excess of £1,500. The committee should consider any other projects they would like to happen in the next financial year.

The taking in and repayment of deposits skews the reporting slightly as they are not true items of income or expenditure so a new budget line will be created to house these in the new year.

A Kendall
Deputy RFO
11 October 2022