



Broadbridge Heath Parish Council

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You are hereby **SUMMONED** to the **ALLOTMENTS SUB-COMMITTEE MEETING** to be held on **Wednesday 11th of November 2020** commencing at **1.30pm**.

O Buck

Olivia Buck (Assistant Clerk to the Council) – 5th November 2020

To join the meeting:

Join Zoom Meeting from your laptop, tablet or smartphone using Meeting ID: 399 976 6187

New to Zoom?

Use this link to install the app <https://www.zoom.us/>

Members of press and public welcome

AGENDA

1	ATTENDANCE AND APOLOGIES FOR ABSENCE	13:30
	To receive both apologies and reasons for absence.	
2	DECLARATION OF INTEREST AND NOTIFICATION OF CHANGES	13:30
	To receive any disclosure by Members of personal interests in matters on the Agenda, the nature of the interest and whether the Member regards the interest as personal, prejudicial or pecuniary under the terms of the Revised Code of Conduct from members.	
3	ELECTION OF CHAIRMAN	13:30-13:35
	To elect a Chairman of the Sub-Committee.	
4	TERMS OF REFERENCE	13:35-13:45
	To review and approve the Terms of Reference for the Allotments Sub-Committee.	
5	MANAGEMENT OF ALLOTMENTS	13:45-13:55
	To agree the format of the future management of the allotment sites.	
6	TERMS OF LEASE	13:55-14:15
	To receive and review two Lease Template documents and agree template for edit.	
7	APPLICATION FORM	14:15-14:30

	To receive and review a draft application form and agree communications.	
8	NEXT STEPS	14:30-14:45
	To agree any next steps and recommendations to Council.	
9	DATE OF NEXT MEETING Wednesday 2 nd December 13:30 (TBC)	14:45

**** Pursuant to the Public Bodies (Admission to Meetings) Act 1960 and the Local Government Act 1972 and because of the confidential nature of the business to be transacted, the public and press will be required to leave the meeting**