



Broadbridge Heath Parish Council

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You are hereby **SUMMONED** to the **ONLINE ALLOTMENTS SUB-COMMITTEE MEETING** to be held on **Tuesday 30th of March 2021** commencing at **7.30pm**.

O Buck

Olivia Buck (Assistant Clerk to the Council) – 24th March 2021

AGENDA

1	ATTENDANCE AND APOLOGIES FOR ABSENCE	19:30
	To receive both apologies and reasons for absence.	
2	DECLARATION OF INTEREST AND NOTIFICATION OF CHANGES	19:30
	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	MINUTES	19:30-19:35
	To approve the minutes of the Allotments Sub-Committee meeting held on Wednesday 10 th February 2021.	
4	ASSISTANT CLERK UPDATE	19:35-19:40
	Update from Assistant Clerk.	
5	TERM'S OF PLOT TENANCY	19:40-19:55
	To consider and discuss the Terms of Tenancy to include the following: 5.1 Length of Tenancy 5.2 Payment to secure plot 5.3 Plot Rent	
6	WELCOME PACK	19:55-20:05
	To consider and agree what to be included in a Welcome Pack and to consider a draft "Welcome Letter".	
7	COMMUNICATIONS	20:05-20:15
	To consider and agree communications to those residents on the Allotment Waiting List.	
8	PLOT ALLOCATION PROCESS	20:15-20:25
	To discuss the plot allocation process and consider a staggered plot allocation.	
9	NEXT STEPS	20:25-20:35

	To consider and agree as appropriate any next steps.	
10	DATE OF NEXT MEETING Tuesday 27 th April at 19:30.	20:35- 20:40

**** 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 ****