



## Broadbridge Heath Parish Council

Address: The Parish Office, Sargent Way, Broadbridge Heath,  
RH12 3TS

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You are hereby **SUMMONED** to the **ALLOTMENTS SUB-COMMITEE MEETING** to be held at **The Parish Office, Sargent Way** on **Monday 16<sup>th</sup> of May 2022** commencing at **7.45pm**.

L Edwards

**Lucinda Edwards (Clerk to the Council) – 10<sup>th</sup> May 2022**

### Allotments Sub-Committee Members:

**Cllr G Clark, Cllr T Oliver, Cllr C Knight, Cllr S Hazell & Cllr S Chandler.**

### AGENDA

<b>1</b>	<b>APOLOGIES AND REASON FOR ABSENCE.</b>	<b>19:45</b>
	To receive and agree any apologies for absence and document the reasons for such.	
<b>2</b>	<b>DECLARATIONS OF INTEREST AND NOTIFICATION OF CHANGES.</b>	<b>19:45</b>
	Recommendation: 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	
<b>3</b>	<b>COMMITTEE TERMS OF REFERENCE</b>	<b>19:45- 19:50</b>
	Recommendation; To review and agree the Terms of Reference for the Allotment Sub-Committee.	
<b>4</b>	<b>MINUTES</b>	<b>19:50</b>
	To approve the minutes of the last Allotment Sub-Committee meeting held on <b>Wednesday 5<sup>th</sup> May 2021</b> .	
<b>5</b>	<b>ASST CLERK UPDATE</b>	<b>19:50- 19:55</b>
	To receive an update from the Asst Clerk.	
<b>6</b>	<b>WELCOME PACK</b>	<b>19:55- 20:10</b>
	To review the progress of the Welcome Pack and agree next steps.	
<b>7</b>	<b>ALLOCATION &amp; LIST MANAGEMENT</b>	<b>20:10- 20:25</b>
	7.1 To note current lists and agree a final allocation process. 7.2 To receive and review a draft List Policy.	
<b>8</b>	<b>SITE FACILITIES</b>	<b>20:25- 20:35</b>
	To receive and approve if applicable, a recommendation on location and budget for a shed at the Churchill Way site.	
<b>9</b>	<b>FINANCE</b>	<b>20:35- 20:40</b>

	Recommendation: to agree delegated authority to the Clerk on consultation with the Chair of the ASC, to progress with site facility requirements and maintenance, per standing orders and scheme of delegation.	
<b>10</b>	<b>COMMUNICATIONS</b>	<b>20:40- 20:45</b>
	To agree any next communications.	
<b>11</b>	<b>DATE OF NEXT MEETING</b>	<b>20:45</b>
	Days and dates to be discussed and next meeting date agreed.	

**\*\* 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**