



## 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 **Thursday 23rd of June 2022** commencing at **7.45pm**.

L Edwards

**Lucinda Edwards (Clerk to the Council) – 16th June 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 agree the amended Terms of Reference for the Allotment Sub-Committee for recommendation to Full Council.	
<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 16th May 2022</b> .	
<b>5</b>	<b>ASST CLERK UPDATE</b>	<b>19:50- 20:00</b>
	To receive an update from the Asst Clerk.	
<b>6</b>	<b>WELCOME PACK</b>	<b>20:00 20:15</b>
	To receive and approve the Welcome Pack and to approve commencement of first phase of allocation.	
<b>7</b>	<b>WAITING LIST POLICY</b>	<b>20:15- 20:25</b>
	To agree the Waiting List Policy for recommendation to Full Council.	
<b>8</b>	<b>COMMUNICATIONS</b>	<b>20:25- 20:35</b>
	To agree any communications.	
<b>9</b>	<b>DATE OF NEXT MEETING</b>	<b>20:35- 20:40</b>
	Next meeting date to be 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**