



## Notice of Meeting Next Meeting

*Members of the public and the press are invited to attend all council meetings  
(Public Bodies (admission to Meetings) Act 1960)*

### ALLOTMENT COMMITTEE – Annual meeting

Wednesday 31 May 2023, commencing at 7.30pm

To all members of the Allotment Committee

You are hereby summoned to attend the Annual meeting of the Allotment Committee of Yeovil Without Parish Council to be held at Yeovil Sports & Social Club, Johnson Park, Coronation Avenue, Yeovil, BA21 3DY, when the business set out in the following agenda will be transacted.

*Barbara Appleby* Clerk to the Council - 26 May 23

Committee membership: YWPC Cllrs: Iris Coton & Colin Rose (2) YMAS (8) quorum 3

## AGENDA

1. **Election of Chair**
2. **Election of Vice Chair**
3. **Apologies for absence**  
To receive apologies for absence
4. **Declaration of Interest**  
Members to declare any interests, including Disclosable Pecuniary Interests, they may have in agenda items that accord with the requirements of the Parish Council's Code of Conduct and to consider any prior requests from members for Dispensations.
5. **Minutes**  
To approve the minutes of the Allotment Committee meeting held on the 22 February 2023
6. **Appointment of Committee**  
To consider any changes to the Committee as per Terms of Reference 1.d.



- 7. Co-opted Council members**  
To note that Cllrs Iris Coton and Colin Rose represent Yeovil Without Parish Council and reaffirm co-option to the Allotment Committee
- 8. YMAS AGM and YMAS meetings**
  - i. Appointment of YMAS Committee membership
  - ii. To receive and discuss any actions raised at the AGM YMAS meeting
  - iii. To receive minutes/actions from previous YMAS meetings held since 9 Jan 23.
- 9. Annual Reviews**
  - i. To consider the Terms of Allotment Agreement & Allotment Rules
- 10. Allotment Site**  
To receive any other ongoing matters that require consideration that are not detailed in the agenda or arisen after the publication of the agenda.
- 11. Allotment Inspections**  
To note the inspection programme and report on findings/actions  
**Mar 23 – Completed                  Jun 23 – Due                  Oct 23 – Due**
- 12. Allotment plots**
  - i. Availability
  - ii. New lettings and issues when taking over an existing plot
  - iii. Requests from allotment holders
  - iv. Concerns/issues/recommendations
- 13. Allotment Maintenance programme of works**
  - i. To agree works and approve expenditure (within budget allocation)
- 14. Grant funding – Wildlife area**
  - i. To scope the remaining works and timescale for delivery
  - ii. To consider funding options
- 15. Recommendations to YWPC for determination**  
Matters that fall outside the scope of the Committee's Terms of Reference
  - i. Allotment Track maintenance – hedges and road surface

**End of the Agenda**