

BERKHAMSTED TOWN COUNCIL

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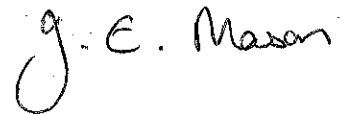
31 October 2018

There will be a meeting of the **Allotment Management Team** on Monday 5 November 2018 at 10 am in the Council Chamber, Civic Centre, Berkhamsted

Councillors:
B Newton, Chair
E Collins
F Earl

Allotment Reps:
John Eaton, Sunnyside
John Fisher, Butts Meadow
Diana Reay, Dellfield
Geoff Halls, Sunnyside
Keely Siddiqui Charlick, Sunnyside Rural Trust

Officers:
John Bushby, Town Warden
Christine Jerram, Finance and Allotments Officer
Janet Mason, Town Clerk



Mrs J Mason
Town Clerk

THE PUBLIC ARE INVITED TO ATTEND ALL MEETINGS OF THE TOWN COUNCIL

AGENDA

OPENING MATTERS

AMT 35/18 Apologies for Absence

To receive any **apologies for absence**.

AMT 36/18 Minutes of the previous Meeting

- (i) To approve the minutes of the previous meeting held on 7 August (previously circulated)
- (ii) To review action arising from the previous meeting not covered on the agenda.

AMT 37/18 Chairman's Communications

None.

AMT 38/18 Public Participation

To invite any public participation

FINANCE MATTERS

AMT 39/18 Income and Expenditure Report

- (i) To consider the allotment income and expenditure at 30 September 2018 (attached).

ALLOTMENT MATTERS

(Colony system papers to be circulated at the meeting)

AMT 40/18 To consider, as appropriate, allotment and plot inspection reports and other current matters at:

- (i) Dellfield (DR)
- (ii) Sunnyside Old and Sunnyside New. (JE)
- (iii) Butts Meadow (JF)

AMT 41/18 Sunnyside Rural Trust

- (i) Verbal update on activities as appropriate

- (ii) Possible improvements to the SRT gate and fencing at Sunnyside New as discussed to restrict access as discussed on 19 February and deferred from the 24 April and 7 August meetings.

AMT 42/18 Weed suppressant matting

To **consider** whether non-biodegradable matting should be banned from allotment plots, given the maintenance problems caused by various materials currently in situ. The link takes you to examples of paper based matting www.weedguardplus.com;

AMT 43/18 Update on deer fencing project following site visit with third contractor on 26-10-18. (Attended by John Eaton, Jenny Sippings, John Bushby and Janet Mason.)

AMT 44/18 Allotment inspections and warning letters

To **consider** (i) should inspections dates be published in advance on notice boards and (ii) should a notice be placed on notice boards about the opportunity to raise reasons why a plot has not been tended with either the allotment representative or the Town Clerk eg for reasons of ill health, family circumstances.

AMT 45/18 Plot Numbers

To **consider** how to encourage plot owners to install signs containing their plot number.

AMT 46/18 New member of Town Council Staff

To **note** that new Deputy Town Clerk is Mrs Joanna Harley and she will start work on Tuesday 27 November 2018.

AMT 47/18 Date of next meeting

Tuesday 8 January 2019.

JEM 311018

**Allotment Income and Expenditure FY 18/19
30-Sep-18**

		Budget 2018/19	Actual Income & Exp at 30-Sep-18	Predicted Income & Exp at 30-Sep-18	Budget Less YTD	2019/20 Approved Budget
Budgeted Income	Reference					
0600/05	Allotment Land Rent	£ 7,300	£ 6,942	£ 7,300		£ -
0603	Allotment - Other Income	£ -	£ -	£ -		£ -
0610	Allotment Water Rates Income	£ 1,800	£ 1,839	£ 1,839		£ -
		£ 9,100	£ 8,781	£ 9,139		£ -
Key Sales						
0612-18	Water & Gate Key Sales (Prev incl Deposits)	£ 120	£ 120	£ 120		£ -
		£ 120	£ 120	£ 120		£ -
Grand Total Income		£ 9,220	£ 8,901	£ 9,259	£319	£ -
Budgeted Expenditure						
7300	Improvements	2,000	250	£ 2,000		
7303	Water Supply Charges	1,500	957	£ 1,500		
7304	General Expenses	-	8	£ 8		
7306	Annual Maintenance Costs	2,250	809	£ 2,250		
7308	Legal Fees	-	-	£ -		
7309	Allotment Software Support	500	477	£ 500		
New	Projects	7,630	-	£ 7,630		
		£ 13,880	£ 2,501	£ 13,888		£ -
Key Refunds						
7794/5	Auth Trans - Allotment Tank key refunds	£ 10	£ 10	£ 10		
		£ 10	£ 10	£ 10		£ -
Grand Total Expenditure		£ 13,890	£ 2,511	£ 13,898	£ 11,379	£ -
Total Income less expenditure			£6,390			
Estimate Reserves incl B/Fwd 17/18 as at above date			£ 21,402			