

BERKHAMSTED TOWN COUNCIL

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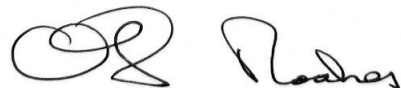
19 January 2021

There will be a meeting of the **Allotment Management Team** to be held via 'Zoom' remote video conferencing on Monday 25 January 2021 beginning at 10 am.

**Councillors:** G Stevens (Chair)  
P de Hoest  
N Woolner

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

**Officers:** John Bushby, Town Warden  
Tony Noakes, Town Clerk  
Dori Beecroft, Finance & Allotments Officer



Tony Noakes  
Town Clerk

**Members of the public are invited to attend all meetings of the Town Council and it has put in place procedures to facilitate this for virtual meetings.**

Anyone wishing to speak at this meeting should contact the Town Clerk for the meeting log in details. Email [townclerk@berkhamstedtowncouncil.gov.uk](mailto:townclerk@berkhamstedtowncouncil.gov.uk) and confirm your name, your address in Berkhamsted and details of any items on the agenda you may wish to speak about. The cut off point for requests to join the meeting is midday on the 22 January 2021.

## **AGENDA**

### **OPENING MATTERS**

#### **AMT 1/21 Apologies for Absence**

To receive any **apologies for absence**.

#### **AMT 2/21 Minutes of the previous Meeting**

- (i) To approve the minutes of the previous meeting held on 5 October 2020 (previously circulated).
- (ii) **Minutes Actions – 5 October 2020**

<b>Reference</b>	<b>Action</b>	<b>Complete</b>	<b>Outstanding - Responsibility</b>
22/20	Regular reconciliation of reps waiting lists with the colony central database.	✓	Finance Officer - Continuous
26/20	Warning letter process agreed, amendments made and sent to reps.	✓	Town Clerk
27/20	Update allotment projects list, agree priorities with reps and take to F&P committee for approval.	✓	Reps, Finance Officer and Town Clerk

#### **AMT 3/21 Public Participation**

To invite any public participation

- (i) Berkhamsted PCSO Katie Braham – Allotment security issues, crime prevention and incident notification.
- (ii) Any members of the public present.

### **FINANCE MATTERS**

#### **AMT 4/21 Income and Expenditure Report**

- (i) Allotment financial income & expenditure, 2020/21 forecast and 2021/22 approved budget (paper to follow).
- (ii) Implications for rent demand for 2021/22 due to revised Allotment accounting format.

## **ALLOTMENT MATTERS**

**AMT 5/21** 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)
- (iv) Sunnyside Rural Trust (KSC)

**AMT 6/21** **Warning letters for non-upkeep of plots and nonpaying tenants**

- (i) Current list of non-payers & plots not being looked after (not published).
- (ii) Final copy – warning letters/notification.

**AMT 7/21** **Allotment Projects List**

- (i) Current projects list with updates

**AMT 8/21** **Close of meeting**

TN 19-01-21