



BOGNOR REGIS TOWN COUNCIL

TOWN CLERK Glenna Frost, The Town Hall, Clarence Road,

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Dear Sir/Madam,

MEETING OF THE ALLOTMENTS SUB-COMMITTEE

I hereby give you Notice that a Meeting of the Allotments Sub-Committee of the Bognor Regis Town Council will be held at The Town Hall, Clarence Road, Bognor Regis at **6.30pm** on **TUESDAY 17th JUNE 2014.**

All Members of the Allotments Sub-Committee are hereby summoned to attend for the purpose of considering and resolving upon the Business to be transacted as set out hereunder.

PLEASE NOTE THE START TIME

CLERK TO THE COUNCIL

DATED this 10th JUNE 2014

THE AGENDA and BUSINESS to be TRANSACTED is:

1. To Appoint the Chairman and Vice-Chairman of the Sub-Committee
2. Chairman's Announcements and Apologies for Absence
3. Declarations of Interest
4. To confirm the appointments of Mr. M. Bicknell, Mr. P. Ledword, Mrs. V. Johnson and Mrs. T. Griffiths as co-opted non-voting members of the Sub-Committee
5. To approve the Minutes of the Meeting held on Tuesday 5th November 2013 (copy attached)
6. Matters Arising from the Minutes which are not separate Agenda items
7. Arrangements for judging the Best Kept Plot Award and The Roy Gristwood Shield for Best use of Allotment for 2014
8. Annual review of rental charges Min. 34 of notes 5th November 2013 Refers
9. Annual review of allotment guidelines/code - attached
10. To note date of annual meeting of allotment holders on Tuesday 21st October 2014 and to consider arrangements
11. Health and Safety Risk Assessment at the Allotments
12. Report on lettings
13. Reports from Allotment Holders including report on conditions of plot
14. Correspondence

THERE IS A LIFT AVAILABLE AT THE TOWN HALL FOR ACCESS TO THE COUNCIL CHAMBER IF REQUIRED