



# **BOGNOR REGIS TOWN COUNCIL**

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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 11<sup>th</sup> JUNE 2013.**

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 4<sup>th</sup> JUNE 2013**

### **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, Miss. S. Trodd, 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 6th November 2012 - 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 2013
8. Annual review of rental charges - consideration of any increase
9. Annual review of allotment guidelines/code - attached
10. To note date of annual meeting of allotment holders on Tuesday 22nd October 2013 and to consider arrangements
11. Consideration of budget requirements 2014/2015
12. Health and Safety Risk Assessment at the Allotments
13. Update on future AGM's and Awards given – Min.11 refers
14. To note the South & South East In Bloom Judging Route 12<sup>th</sup> July 2013
15. Consideration of amendment to Key Deposit policy – copy of form attached
16. Report on lettings
17. Reports from Allotment Holders including report on conditions of plot
18. Correspondence

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