



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 11th NOVEMBER 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 4th NOVEMBER 2014

THE AGENDA and BUSINESS to be TRANSACTED is:

1. Chairman's Announcements and Apologies for Absence
2. Declarations of Interest
3. Ratification of the co-opted members as recommended by the AGM held on 28th October 2014 of Mr. P. Carpenter, Mrs. T. Griffiths, Mr. C. Penfold and Mrs. L. Russell as co-opted non-voting members of the Sub-Committee
4. To approve the Minutes of the Meeting held on Tuesday 17th June 2014 (copy attached)
5. Matters Arising from the Minutes which are not separate Agenda items
6. Consideration of any matters raised by Tenants at the AGM held on the 28th October 2014 including: Public Liability Insurance and Rents – min 8 refers
7. Consideration to replace/repair small wooden gate on original site
8. Consideration of Allotment Watch initiative by Sussex Police
9. Ratification of expenditure £33.04 for refreshments at AGM held on 28th October 2014
10. Consideration of how to proceed with the presentation of the Sharon Stubbings Memorial Rose Bowl
11. Health and Safety Risk Assessment at the Allotments
12. Report on lettings
13. Reports from Allotment Holders including report on conditions of plots
14. Correspondence

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