



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 12th JUNE 2012**.

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 31st MAY 2012

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 and Mrs. V. Johnson as co-opted non-voting members of the Sub-Committee
5. To approve the Minutes of the Meeting held on 8th November 2011 - 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 2012
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 9th October 2012 and to consider arrangements
11. Consideration of budget requirements 2013/2014
12. Health and Safety Risk Assessment at the Allotments
13. Ratification of expenditure £76.80 exc VAT for remedial work to subsidence next to plot 34
14. Report on lettings
15. Reports from Allotment Holders including report on conditions of plot
16. Correspondence

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