



Rustington Parish Council

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27 September 2022

Dear Councillor (and Parishioners for information)

ALLOTMENTS COMMITTEE

YOU ARE HEREBY SUMMONED to attend a Meeting of the above Committee to be held on **Monday 3 October 2022** in the **Roger Montgomeri Room** at The Woodlands Centre, Woodlands Avenue, Rustington, **commencing at 5.00 pm.** (Please use the Council Offices' entrance at 34 Woodlands Avenue).

Yours sincerely

Clerk of the Council

To: All Members of the Allotments Committee and other Members for information

A G E N D A

1. Apologies for Absence
2. Declarations of Interest

Members and Officers are reminded to make any declarations of personal and/or prejudicial/pecuniary interests that they may have in relation to items on this Agenda

You should declare your interest by stating:-

- (a) the item you have the interest in*
- (b) whether it is a personal interest and the nature of the interest*
- (c) whether it is also a prejudicial/pecuniary interest*
- (d) if it is a prejudicial/pecuniary interest, whether you will be exercising your right to speak during the Public Question Time*

You then need to re-declare your interest at the commencement of the item or when the interest becomes apparent

3. To approve the Minutes of the Meeting held on 18 July 2022
(Copy attached)
4. To consider further such matters as arise from the Minutes



Working for the local Community

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5. Update on Allotment Management during the period 1 July - 23 September 2022 - To consider a Report from the Deputy Clerk of the Council
(Copy attached for Members)
6. Review of the Allotment Tenancy Agreement - Deputy Clerk to report
(Copy attached for Members)
7. Income and Expenditure for 2021/2022, 2022/2023 and 2023/2024
(Copy attached for Members)
8. Review of the Annual Provision of Skips at Penfold Lane and Conbar Avenue Sites - Deputy Clerk to report
9. To consider a Quotation for the purchase of Rialtus Allotment Management Software - Deputy Clerk to report
(Copy attached for Members)
10. To consider a Quotation from Mr K Anscombe for the installation of a concrete “fence” to the southern boundary of the Conbar Avenue Allotment Site
(Copy attached for Members)
11. Urgent matters arising, for information only, since the preparation of this Agenda
12. Date of Next Meeting - Deputy Clerk to report