



## **ALLOTMENTS COMMITTEE**

**Members:** Committee Chairman - Cllr J Middleton  
Cllrs Barton, Fone, Hale, Hatch, Hill, O'Brien & Norton-Sealey  
Tenants' Reps: J Forbes & J Pilsworth (ML) A Cunningham (HA),  
A Stephens (CH), S Murtagh (WA) & C Robinson (CEM)

Dear Member

20 November 2018

You are hereby summoned to attend the **Allotments Committee** meeting of Clevedon Town Council which will be held in the Committee Room, 44 Old Street, and Clevedon on **Monday 26 November 2018 at 7.30pm**

Signed Ms P J Heath, PSLCC  
Town Clerk

**PUBLIC PARTICIPATION** - Not exceeding 20 minutes, with no more than 5 minutes per individual, dependent on the number wishing to speak, for members of the public to make comment or ask questions.

### **AGENDA**

1. To receive apologies for absence
2. To receive Declarations of Interest for items on the agenda
3. To receive the minutes of the Allotments Committee meeting held on 20 August 2018
4. To receive the Financial report of the Allotments Committee Accounts
5. To receive Site Maintenance Reports from Tenant Representatives for information and to receive updates on actions from 20 August 2018 meeting
  - 5.1 Moor Lane
  - 5.2 Highdale Avenue
  - 5.3 Victoria Road
  - 5.4 Westbourne Avenue
  - 5.5 Church Hill
  - 5.6 Cemetery
6. To discuss and agree with those Tenants on a six monthly Tenancy agreement and whether a full tenancy agreement can be awarded.
7. To note and confirm that guns will not be used to control wildlife on any allotment site.
8. To discuss and agree for the Pest Controller to be contacted to deal with the rats on the Cemetery site.
9. To discuss and agree to amend the current wording on the six monthly Tenancy agreement 16) *Hosepipes are not allowed, other than directed.*
10. To discuss and agree to add wording to the six monthly and full tenancy agreements to reflect that chippings must not be used without prior consent from the Committee.
11. To discuss appeal received from tenant of 45A re letter of concern received regarding hosepipe being used.
12. To discuss appeal from tenant of CH113B regarding path being used to store toolbox etc by the adjoining tenant of CH113A.
13. To discuss and agree credit note to cancel greenhouse deposit not paid by ML42A.
14. To discuss and agree to refund of £5 holding deposit to outgoing tenant of ML35.
15. To discuss and agree to refund £30 holding deposit to outgoing tenant of ML25B.
16. To discuss and agree to refund £10 Shed deposit to outgoing tenant of VR75.
17. To discuss and agree to refund £30 holding deposit and £10 Shed deposit to outgoing tenant of CH99.
18. To discuss and agree to refund £20 holding deposit to outgoing tenant of CEM155.
19. To discuss and agree to refund £10 Shed deposit to outgoing tenant of HA66.

*Members are reminded they must declare a prejudicial or personal interest as soon as it becomes apparent in the course of the meeting.*

*Members are reminded that under Standing Orders they are required to switch their mobile phones/devices off.*

20. To discuss and agree re HA66 new tenant has found some wooden pallets, carpet, black plastic and concrete slabs that he would like the Council to remove, the previous tenant has forfeited the £30 holding deposit paid.
21. To discuss the communal garden on the Cemetery Site as someone is interested in cultivating it.
22. To discuss and agree Allotment Tenant No. 74 to fill Tenant Rep vacancy for Victoria Road.
23. To discuss the date for the proposed seed swap in the Council Car Park and how will this be advertised?
24. To retrospectively confirm permission to put up a banner advertising the Hill Road Christmas Fayre on the Moor Lane boundary fence.
25. To discuss and consider the Allotment Integrated Software Suite package from Rialtas with the Town Clerk and Deputy Town Clerk demonstrating how this will be utilised and networked with the existing Accounts system.
26. To agree the proposed Allotment Committee meeting dates for 2019.
27. To receive tenant requests– ML42B 4' x 3' Shed request.
28. To receive any items reporting to Allotment watch.
29. To note the following information
  - 29.1 Termination of Tenancy – ML5A, ML11A, ML25B, HA66, VR75, CH99, CH108, CH118, CH133, CEM155
  - 29.2 Allocation of Tenancy – ML5A, ML25B, HA66, VR75, CH99, CH108, CH118, CEM155
  - 29.3 Waiting List - 49 @ 16 November 2018
  - 29.4 Still to allocate – CH133
30. Chairman Items for information only
31. To determine Part I and Part II items.

## Agenda Item 25

### QUOTATION FOR PURCHASE OF RIALTAS ALLOTMENT MANAGEMENT SOFTWARE

NOVEMBER 2018

#### 1a. Purchase of Rialtas Allotment Management Software

Purchase installation of the following:

Rialtas Allotment Management Software	£295.00
Initial online set up of software and training (i.e. they will input all 163 gardens)	<u>£112.50</u>

**Purchase of Software** **£333.75**

1<sup>st</sup> year annual support and maintenance single user licence £121.00

**Total costs 1<sup>st</sup> year for purchase of software** **£454.75**

#### 1b. Ongoing costs

Annual support and maintenance single user licence £121 per annum

All of the above prices are subject to VAT at the standard rate.

Discount prices are valid if ordering by 21/12/18. Orders are subject to an initial 3 year minimum contract term for annual support and maintenance.

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