

MESSINGHAM PARISH COUNCIL

CLERK: Tracey Black
Black Bank Farm, Black Bank,
Susworth, Scunthorpe,
N. Lincs., DN17 3AX

Tel: 07397 571469
email:clerk@messinghamparishcouncil.co.uk

NOTICE OF MESSINGHAM PARISH COUNCIL ALLOTMENT ADVISORY COMMITTEE MEETING

To: All members of the Allotment Advisory Committee

You are hereby summoned to attend a meeting of the Allotment Advisory Committee, which will be held in Messingham Village Hall, Orchard Close, Messingham, DN17 3TS on **Monday 16th March 2020** at **7pm**, when the following business will be considered and transacted.

Tracey Black
Clerk to the Parish Council

11th March 2020

AGENDA

1. **Apologies for absence**
To receive apologies for absence
2. **Declarations of interest**
 - a) To record declarations of interest by any member of the council in respect of the agenda items listed below. Members declaring interest should identify the agenda item and type of interest being declared.
 - b) To note dispensations given to any member of the council in respect of the agenda items listed below.
3. **Minutes of the last meeting**
To receive the minutes of the meeting held on Monday 23 September 2019, these were adopted by the Full Parish Council meeting on Monday 14th October 2019.
4. **Clerk's report**
To receive a report and update on recent and ongoing matters
5. **Allotment tenancy terminations/notice of termination**
To receive allotment tenancy terminations and any notice of terminations
6. **Allotment tenancy applications**
To receive and consider allotment tenancy applications
7. **Allotment inspection report**
To receive any allotment inspection report and resolve any actions required
8. **Finances**
 - a) To receive the expenses summary and resolve tenant expenses for 2020/21 financial year
 - b) To receive the budget forecast and resolve rent payments for 2021/22
 - c) To agree rent collection date as Wednesday 15th April 2020 and consider option of online payments
9. **Correspondence for discussion/decision**
To receive items of correspondence for consideration and resolve any actions required
10. **Matters for discussion** - To receive any items for consideration and resolve any actions required
 - a) To consider update of Allotment tenant contact details for communication
11. **Date and time of next meeting**
To confirm the date and time of the next scheduled meeting on Monday 15th June 2020

Members of the public and press are welcome to attend all meetings of the Council and committees