

# MESSINGHAM PARISH COUNCIL

Parish clerk: Tracey Black  
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## **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 on **Monday 1<sup>st</sup> March 2021 at 7pm**, for the purpose of transacting the following business.

Due to Covid-19 restrictions the meeting will be held remotely via Zoom platform.

Join using: [www.zoom.us/join](https://www.zoom.us/join) Meeting ID:858 7860 2946 Passcode: 444377 or to dial in: 0203 901 7895  
<https://us02web.zoom.us/j/85878602946?pwd=OXRJbG5iWVhvQU1jUldEQUVuMDNpZz09>

Tracey Black

Clerk to the Parish Council

24<sup>th</sup> February 2021

Members of the public are welcome to join the meeting using the details above.

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### **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 21<sup>st</sup> September 2020 adopted by Full Parish Council on 12 October 2020.
4. **Clerk's report**

To receive a report and update on recent and ongoing matters
5. **Allotment tenancy terminations / notice of terminations**

To receive and note allotment tenancy terminations and any notice of terminations
6. **Allotment tenancy applications**

To receive and approve allotment tenancy applications
7. **Finances**
  - a) To receive the Receipts and Payments summary
  - b) To resolve tenant expenses for 2021/22
  - c) To resolve tenant rent payments for 2022/23
  - d) To review tenant deposit payments
  - e) To resolve arrangements for annual rent collection due April 2021.
8. **Matters for discussion**

**To receive any items for consideration and resolve any actions required**

  - a) Allotment 36 - Min 638a) – to receive update and resolve action
  - b) Small holding plots 12,13,14,15 – Min 639a) - to resolve layout and action for new allotment plots to include consideration of tree planting as part of the Northern Forest Tree planting scheme.