**Allotments Committee – Minutes of an Initial Meeting Tuesday 22nd February 2022 at 7pm**

**Present: Cllr Francis Milsom, Cllr Teresa Broomfield, Carl Bufton and Lisa Lewis (Parish Clerk)**

**Apologies: Cllr Colin Pugh**

1. Cllr Teresa Broomfield was proposed and seconded as chair and it was unanimously agreed to appoint her.

2. The clerk advised she had obtained quotes from both a local solicitor firm an a specialist firm dealing with Parish Council’s and both were similar costs of between £450 and £550. It was agreed to seek authorisation at the next parish council meeting to instruct a solicitor to deal with the allotment land transfer.

3. The draft Terms of Reference were considered and the committee reviewed each point. Items 3.2, 6 and 10 to be updated. On this basis it was RESOLVED to adopt the Terms of Reference subject to full council approval at the March meeting.

4. The draft Allotment Tenancy Agreement was considered, along with rent charges discussed. It was RESOLVED to invite Derek Mumford from Hereford Allotment Committee, to the next Kingstone allotment committee meeting to assist with finalising the agreement and advise on rent charges. It was noted that there should be reference to what temporary structures can be allowed and suggested that they must not exceed a 10th of a plot.

5. Considerations on security of the allotments, maintenance, use of power tools, insurance, the need for a facility for online banking were all discussed.   
  
It was agreed that the clerk will contact all those on the waiting list to establish if full or half plots are required.

It was agreed that the name given to the allotments is ‘Kingstone Parish Allotments’. And 4 meetings shall take place, preferably spring, two in summer and autumn. Dates to be agreed at a later date.

6. It was decided that the next meeting should be arranged following the completion of the transfer of the land around end of March / April.