



ANDOVER TOWN COUNCIL
Allotments Committee
The Lights, Andover
28th June 2023 - 6:30 PM

To the Members of Andover Town Council Allotments Committee:

You are hereby summoned to attend a meeting when it is proposed to transact the following business:

AGENDA

ITEM	DETAIL	Item Lead	Enc.
1. Public session	To receive questions from members of the public and to respond if appropriate or to direct officers to respond in writing after the meeting.	Mayor	
2. Apologies	To note apologies for absence.	Mayor	
3. Election of Chairman	To elect a Chairman for the Committee	Mayor	
4. Election of Vice-Chairman	To elect a Vice-Chairman for the Committee	Chairman	
5. Interests	To receive pecuniary or non-pecuniary declarations of interests for agenda items or dispensation requests.	Chairman	
6. Minutes	To approve the minutes of the last meeting.	Chairman	✓
7. Terms of Reference	To review and approve the Terms of Reference .	Chairman	✓
8. Allotment Officers' Report	To review a report provided by the Allotment Officers and consider if action should be taken.	Chairman	✓
9. Maintenance Strategy	A. To approve the Maintenance Strategy . B. To review the Strategy update . C. To approve Arboricultural Surveys to be taken on each allotment site with trees. (verbal report) D. To consider if officers should be trained for tree safety assessments.	Chairman	✓ ✓
10. Tree at Vigo Road	To consider an update on a Tree issue at Vigo Road and to decide on actions.	Chairman	✓
11. Fencing	To consider spending priorities & plans for the year.	Chairman	✓
12. Next meeting	To note the date of the next meeting is Wednesday 27th September 2023 to be held at The Lights / Upper Guildhall, Andover, at 6.30pm.	Chairman	✓
13. Exclusion of Press & Public	To PASS a Resolution in accordance with section 1 of The Public Bodies (Admission to Meetings) Act 1960 to exclude the Members of the Press and Public from the	Chairman	✓

ITEM	DETAIL	Item Lead	Enc.
	Meeting due to the confidential nature of the item 19 and to comply with GDPR.		
14. Confidential 1	To consider legal advice relating to Admirals Way and to decide on actions.	Chairman	✓
15. Confidential 2	To consider legal advice relating to the hire of a maintenance worker, and to review a provisional job specification.	Chairman	✓
16. Confidential 3	To consider legal advice relating to Administration of the waiting list.	Chairman	✓

Signed: *Gail Foster*, ILCA, CiLCA. Responsible Financial Officer & Proper Officer, 21st June 2023.