



To the Members of the **Allotments Committee**:

Cllr Kevin Hughes (Chairman), Cllr Alan Cotter (Vice Chairman), Cllr Carol Bartholomew, Cllr R Kidd, Cllr Barbara Long, Cllr Veronika Pond and Cllr Luigi Gregori.
(copies to all other Members of the council)

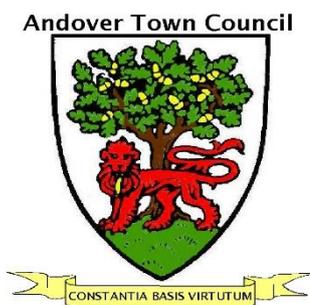
You are hereby summoned to attend a meeting of the **ALLOTMENTS Committee** to be held at **UPPER GUILDHALL, HIGH STREET, on Thursday, 5 October 2017 at 7.00 pm** when it is proposed to transact the following business:-

Wendy Coulter - Town Clerk
29 September 2017

7.00pm SURGERY TIME FOR ALLOTMENT HOLDERS

1	Apologies To receive and accept apologies for absence.
2	Declarations of Interest To receive Declarations of Interest as per the Town Council's Code of Conduct
3	Minutes To approve the Minutes of the previous meetings held on 6 July 2017 and 14 September 2017– attached at Appendix A.
4	Budgets To make recommendations to Policy and Resources Committee for the 2018/2019 Budget – papers attached at Appendix B.
5	Tree Quotes To review and approve a quote for cutting back the trees on Admiral's Way Allotments. Three quotes attached. Appendix C.
6	Associations To discuss the possibility of having Associations for each Allotment Site.
7	Picket Piece Allotments To decide on a member to follow up with the developers and agree a time frame for handover.
8	Allotment Officer's Report To receive an update from the Allotment Officer

The Chairman will close the meeting.



ANDOVER TOWN COUNCIL

A

Notes of Allotment Committee Surgery

Time and date

7.00pm on Thursday, 6 July 2017

Place

Upper Guildhall, High Street, Andover

Attendees:

Town Council Representatives

Cllr K Hughes – Chairman (P)	Cllr A Cotter – Vice Chair (P)	Cllr V Pond (P)
Cllr B Long (P)	Cllr C Bartholomew (P)	Cllr R Kidd (P)
Cllr L Gregori – (A)		

Officers Present:

Wendy Coulter (Town Clerk) (P)
Tor Warburton (Committee Officer) (P) (training, taking the minutes)
Lisa Laing (Allotment Officer)

Other Town Councillors Present:

Cllr L Gates

Borough Councillors:

0

Allotment Wardens Present:

0

Allotment Holders Present:

0

Members of the Public Present:

7

Allotment Holders Surgery

Cllr K Hughes (Chairman) opened the surgery at 7:00pm and welcomed all attendees.

The Chairman

Asked if anyone had any suggestions, questions or concerns.

Mr N Long asked why item 11 was back on the agenda. Mr Long pointed out that a poly-tunnel requires regular maintenance otherwise plants will burn. He also stated that the Community projects posed a security risk for the other allotment holders at Vigo Road and that it was a potential breach of the Rules and Regulations.

The Chairman noted his comments and thanked him.

Cllr L Gates indicated that he wished to speak on Item 6 of the agenda. The Chairman agreed to allow Cllr Gates to speak during the meeting of the Allotment Committee.

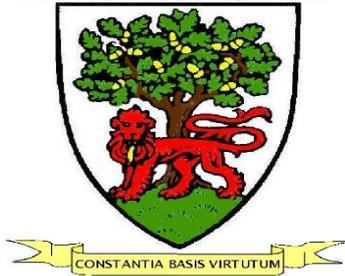
Mr Linda Gates spoke on behalf of her mother regarding a plot at Barlow's Lane that was terribly overgrown. The Allotment Officer informed her that a letter has been sent to the tenant and the eviction process started.

Cllr Gates reiterated that the plot was very overgrown and when this happens other allotment holders use the plots as dumping grounds. The Allotment Officer thanked Cllr Gates for his comments and said that she was open to ideas as to how to educate people.

Glynn from Vigo Road Allotments handed a paper with his points to the Allotment Officer. The Chairman thanks him.

Ted Reynolds from The Drove Association spoke requesting better communication between the Council and the Wardens. The Chairman confirmed that could be done and asked for specific contacts from The Association to be included in communciations.

Andover Town Council



Minutes of Allotments Committee

Time and date

7.08pm on Thursday, 6 April 2017

Place

Upper Guildhall, High Street, Andover

Attendees:

Cllr K Hughes – Chairman (P)	Cllr A Cotter – Vice Chair (P)	Cllr V Pond (P)
Cllr R Kidd (P)	Cllr C Bartholomew (P)	Cllr B Long (P)
Cllr L Gregori – (A)		

Other Town Councillors Present:

Cllr L Gates

Officers Present:

Wendy Coulter (Town Clerk) (P)
Tor Warburton (Committee Officer) (P) (training, taking the minutes)
Lisa Laing (Allotments Officer)

Allotment Wardens Present:

None

AC 04/17	Apologies	Action
	Apologies for absence were received and accepted from Cllr L Gregori	
AC 05/17	Declarations of interest	Action
	Cllr B Long declared an interest in Item 11 as she is a Trustee of Andover Trees United. Cllr C Bartholomew declared an interest in Item 11 as she volunteers for Andover Trees United.	
AC 06/17	Minutes	Action
	The Minutes of the Allotments Committee meeting held on the 6 April and 11 May 2017 were received and accepted as a true record. Proposed by Cllr K Hughes and seconded by Cllr Barbara Long. A vote was taken which was unanimous. RESOLVED: That the Minutes of the Allotments Committee meeting held on the 6 April and 11 May 2017 be agreed and signed by the Chairman as a correct record	
AC 07/17	Deposits	Action

	<p>It was asked why a deposit shouldn't be taken, it was pointed out that it was wasting too much of the officer's time. Cllr B Long asked what would happen if the auditor's advice was not heeded. It was pointed out that if this was decided then the public's money would be wasted.</p> <p>It was proposed by Cllr K Hughes and seconded by Cllr V Pond that the Internal Audit Report be noted and that the recommendation that Deposits for Allotments should cease from 1 September 2017 and all remaining monies will be returned, if possible, or reallocated into the Allotment fund be approved.</p> <p>A vote was taken:</p> <p>For 5 and 1 abstention</p> <p>RESOLVED: that the Internal Audit Report be noted and that the recommendation that Deposits for Allotments should cease from 1 September 2017 and all remaining monies will be returned, if possible, or reallocated into the Allotment fund be approved.</p>	
AC 08/17	Water Works	Action
	<p>The Allotment Officer gave a report on the water works on Barlows Lane and noted that funds are earmarked for repairs as and when needed.</p> <p>It was suggested that the same be applied to all allotments.</p>	
AC 09/17	Bee application	Action
	<p>Cllr R Hughes proposed and Cllr R Kidd seconded that the Committee approve an application to keep bees on Admirals Way allotments.</p> <p>A vote was taken which was unanimous.</p> <p>RESOLVED: that the Committee approve an application to keep bees on Admirals Way allotments.</p>	
AC 10/17	Fencing on Admiral's Way Site	
	<p>7.29pm Cllr K Hughes received call and left at 7.34pm.</p> <p>The Allotment Officer stated that the current fencing poses a security issue and would like the Committee to approve the Allotment Officer looking at and gathering quotes for a new fence. Once quotes are in this could be part of earmarked funds.</p> <p>Cllr A Cotter proposed and Cllr V Pond seconded that the Allotment Officer looks at and gathers quotes for a new fence.</p> <p>A vote was taken which was unanimous</p> <p>RESOLVED: that the Allotment Officer looks at and gathers quotes for a new fence.</p>	
AC 11/17	Allotment security	
	<p>It was agreed that the Allotment Officer would cover this in her Report and it was agreed to move on to the next agenda item.</p>	
AC 12/17	Appeal – Andover Trees United Polytunnel.	
	<p>Wendy Davis of Andover Trees United spoke about the aims and objectives of the project, covering all areas of concern. Topics covered were:</p>	

	<p>Security: The allotment is an alternative to the wood, it is safe and secure for her volunteers. They only attend the site on a Wednesday between 10am and 1pm. Only certain members of the volunteer core have the code for the gates. Code holders may go in outside of the Wednesday times to finish projects.</p> <p>Polytunnel purpose: the polytunnel was to be an area where work could continue regardless of weather. It was never just about seedling germination.</p> <p>Teaching/Training: The polytunnel will be used during the year to train the volunteers so that they can cascade the knowledge through schools and the community.</p> <p>Seed stock: The polytunnel will be used in Spring to germinate and prick seeds.</p> <p>Implications of refusal: A larger polytunnel is required for all the reasons stated above. Allotment Rules and Regulations does not state that a larger polytunnel is prohibited, it does say that if you would like a larger polytunnel then Committee approval is required. ATU stated that if a larger polytunnel is not permitted they would not be able to continue on the site and as the permitted size of 15 ft by 10 ft is not large enough to permit demonstrations for training. Concern was shown that if permission is not given for the larger polytunnel then an explanation would need to be offered to Tesco for monies received for the polytunnel. Wendy Davis of ATU was asked if the polytunnel had been purchased before permission was obtained, she confirmed that NO purchase had yet been made. It was pointed out that none of the correspondence with Tesco's states a size required. Wendy Davis confirmed that the size was mentioned within verbal conversations with Tesco's. Wendy Davis confirmed that, because no polytunnel has been erected no seedlings or whips have been raised. The ATU's ambition to engage with volunteers and the community has been halted.</p> <p>Age of volunteers: Wendy Davis confirmed that the youngest volunteer is 18 and that they currently have 8 volunteers.</p> <p>It was agreed that no decision could be made as there were not enough voting members present. An Extraordinary Meeting would be considered to decide on this appeal.</p>	
AC 13/17	Allotment Officers Report	
	The Allotment Officer delivered her report which was received and noted.	

The Chairman closed the meeting at. 8.25pm

Chairman

Date



ANDOVER TOWN COUNCIL

A

Minutes Extraordinary Allotment Committee Meeting

Time and date

6.30pm on Thursday, 14th September 2017

Place

Town Council Office, High Street, Andover

Attendees:

Town Council Representatives

Cllr K Hughes – Chairman (P)	Cllr A Cotter – Vice Chair (P)	Cllr V Pond (P)
Cllr B Long (P)	Cllr C Bartholomew (P)	Cllr R Kidd (P) 6.40pm
Cllr L Gregori (P)		

Officers Present:

Wendy Coulter (Town Clerk) (P)

Lisa Laing (Allotment Officer) (P) (Taking the Minutes)

Other Town Councillors Present:

Cllr L Gates

Borough Councillors:

0

Allotment Wardens Present:

0

Allotment Holders Present:

0

Members of the Public Present:

1

The Chairman

Cllr K Hughes (Chairman) opened the meeting at 6.30pm and welcomed all attendees.

Question time for members of the Public

Although, not listed as an item on the Agenda, as meeting was an Extraordinary Meeting, the Chairman granted permission for members of the Public to ask questions.

Mr N Long asked why the poly-tunnel was being discussed again and how many Community groups did the Council plan to allow.

The Chairman explained that no decision was made as the previous meeting had not been quorate for the vote, the decision was made at the previous meeting to hold an Extraordinary Meeting to make a decision on the Poly-Tunnel.

The Chairman explained Community groups using Allotments needed to be looked at in more detail as currently there were no policies in place. The Chairman asked that a review into creating a policy and guidelines for Community Groups should be added to the next Full Allotment Committee meeting on the 5th October 2017.

Members of the Public were thanked for their time and the meeting to discuss the items on the Agenda resumed.

AC 14/17	Apologies	Action
	No apologies	
AC 15/17	Declarations of interest	Action
	<p>Cllr B Long declared an interest as she is a Trustee of Andover Trees United. She stated that she would speak to the item but not vote.</p> <p>Cllr C Bartholomew declared an interest as she volunteers for Andover Trees United. It was agreed that she would vote on the decision as she had no pecuniary interest.</p>	
AC 16/17	Andover Trees United Poly-tunnel	Action
	<p>Cllr Long read out the report from Andover Trees United (ATU) and informed the Committee that the reason a large poly-tunnel was needed was to accommodate 10 workers over 4 work stations. Also, as part of their funding and inclusion of all sectors of the community, disabled access was required. Cllr Long expressed disappointment that the exact sizing of the Poly-tunnel and the reasons it was required along with a site plan had only just been produced and submitted to the committee.</p> <p>Cllr Pond requested to know if the sizing provided within the Appeal was now within the Rules & Regulations. Cllr Long and Cllr Cotter had checked the sizing earlier and confirmed that the poly-tunnel was within the current guidelines.</p> <p>Cllr Gregori asked what height the tunnel was. Cllr Long believed it to be the standard 6ft as it is a standard poly-tunnel design. Cllr Long also confirmed that where ATU planned to place it on their plot would not cause any shadowing to any neighbouring plots or properties.</p> <p>The Chairman asked if it was agreed that the poly-tunnel met the required sizing guidelines within the Rules and Regulations. Cllr Long confirmed it did. The Chairman then requested that it be stated in the rules & regulations that tunnels be no higher than 6ft to avoid any future misunderstandings.</p> <p>Cllr Gregori proposed Andover Trees United's tunnel now be given approval.</p> <p>The Chairman seconded the proposal.</p> <p>All those eligible to vote, all voted in favour of permission being granted.</p>	<p>Allotment Officer to write to Andover Trees United informing them of the Committee's decision.</p>

	<p>The Chairman asked the Allotment Officer to inform Andover Trees United they tunnel had been approved, however it was to be noted that although the additional information had now been provided which enabled the Committee to make a decision, all future projects needed to ensure the information was available to the Committee and that under no circumstances must funding be applied or spent prior to an agreement from the Committee.</p> <p>The Committee wished it to be noted that the threat of funding being withdrawn if permission wasn't given, especially as all the facts had not been presented in the original application, was unacceptable.</p> <p>Cllr Long also requested that the Allotment Officer include in the letter to ATU that if they ever give up their plot they are to have the tunnel removed and that it is returned back to the Council in a clear and clean condition.</p>	
AC 17/17	Allotment Flags	Action
	<p>Cllr Gregori informed the Committee that he had received a number of complaints regarding the removal of flags from the allotments. The Allotment Officer asked who he had received these complaints from, as she was unaware of anyone within the allotment community still unhappy following her newsletter.</p> <p>Cllr Gregori said he was unable to provide names, however he had also not received a copy of the newsletter and would like to see what had been sent to Allotment Holders. Cllr Gregori also requested a copy of the latest Rules & Regulations. The Allotment Officer passed a copy of both to Cllr Gregori.</p> <p>Cllr Gregori stated that the Committee had reacted with a knee jerk reaction to a minority and that the Committee had missed an opportunity to promote the Council.</p> <p>Cllr Gregori also said that upon updating the new Rules & Regulations new rules should not be applied respectively.</p> <p>The Allotment Officer explained again to Cllr Gregori, as she had already informed him upon her return back from annual leave, the reason the Committee took the flags down was the fairest option.</p> <p>The Allotment Officer agreed that some flags had been flying for 20 years unchallenged, however due to complaints from fellow Allotment Holders the Committee couldn't allow one rule for one and one rule for another.</p> <p>The Allotment Officer also mentioned the comments that had been made on social media regarding the flags.</p> <p>Cllr Gates confirmed he too had received complaints from fellow Allotment Holders on the site he is an Allotment Holder himself. Cllr Gates requested an explanation of what determined a flag, as some flags were on bean poles not a flag pole. Some allotment holders have bird kites to scare birds others used flags.</p>	

	<p>The Town Clerk confirmed that Planning Laws only permitted one flag pole per site. Any more would require planning permission.</p> <p>The Chairman confirmed that as no one had planning permission to fly flags this was also grounds for their removal.</p> <p>Cllr Gates requested to the Committee that it should not allow itself to be bullied.</p> <p>The Chairman thanked everyone for the thoughts and asked if there were any further questions or points regarding the flags. As there were none the Chairman thanked everyone again and closed the meeting.</p>	
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The Chairman closed the meeting at. 7.02pm

Chairman

Date



ANDOVER TOWN COUNCIL

B

Draft Allotment Budget 2018/2019

Purpose of the Report

To note the Draft Budget for Allotments 2018/2019 attached at **Annex 1**.
To consider projected allotment costs for 2018/2019.
To consider options to cover the costs of the Allotments Service.
To make recommendations to the Policy and Resources Committee for the Allotments Budget 2018/2019.

Current Situation

Officers have projected that the income from Allotment Rents in 2018/2019 will be £24,700.
Costs for allotment maintenance have increased due to inflation and a more efficient service. However, allotment rents have not increased since 2013.

Break Down of Costs

Officers have extracted and broken down the costs for each part of the Allotments Service for all seven sites. These figures are taken from known costs in 2016/2017 and projected costs from 2017/2018, they are approximate.

Toilets - £7,000
Grounds Maintenance - £21,450
Repairs & Renewals - £1,080
Equipment- £5,000
Sundries - £420
Pest Control - £3,000
Total - £37,950

Water - £5,500

Water charges are charged to allotment holders at cost and are collected a year in arrears. The Water Charges have to form part of the Budget as the Town Council must ensure it has money to cover the up-front cost.

Overall Total - £43,450

Income

The Allotment Officer has worked hard to ensure that the maximum amount of income is received by renting vacant plots as quickly as possible. However the income from the allotment rental does not cover the actual cost of running the allotments.

The projected income for 2017/2018 is £25,600. This is leaving the Town Council with a deficit of £12,350 (excluding the water charges). **It is predicted that the income will reduce in 2018/2019, adjusting for true costs**

Reducing Costs

The Officers have worked hard over the past year to bring the costs of the allotments down and the Allotment Committee has set up a working group to consider options.

Additional Allotment Sites

It is anticipated that the Town Council will take on an additional allotment site at Picket Twenty during 2018/2018. Therefore costs for this allotment site need to be included in the Budget. As this site is 'an unknown' the costs for it are based on other sites. There is currently no water provision at this site.

Projected Costs for Picket Twenty Site:

Toilets - £1000

Grounds Maintenance - £1,500

Repairs & Renewals - £100

Equipment - £200

Sundries - £50

Pest Control - £700

Total - £3,550

Projected Income:

£960

Therefore adding in the new allotment site to the existing sites, the Budget that the Town Council needs to consider is:

Expenditure: £41,500

Income: £26,560

This will leave the Town Council with a deficit of £14,940.

Options for Reducing Costs

There are several options that the Town Council could consider for reducing the costs of the allotments.

Option 1.

The Town Council currently engages an Outside Contractor to carry out the Grounds Maintenance services. Later in the Agenda, Members are asked to consider investigating the possibility of forming Allotment Associations on each site. This is currently carried out for the Drove and helps to reduce the cost of the Grounds Maintenance.

Option 2

The Town Council has not increased the allotment rental since 2013. The current rate is 0.40p per sq metre which is £48 per year per 120sq metre plot.

In total, including the new Picket Twenty site, it is estimated that the total square meterage of allotment space will be 66,400 sq metres.

Currently that will bring in an income of £26,560.

To cover the cost of running the allotment sites, rental will need to increase to 0.63p per sq meter, bringing in a total income of £41,832. The cost of an average 120 sq metre plot would increase to £75.60.

The allotment rental will not be able to be increased until September 2018 as the Town Council must give allotment holders fair notice.

Currently the tax payer is substituting each allotment plot by £30 per year.

Option 3

The Town Council could consider whether it would be more cost effective to employ its own grounds staff to carry out the maintenance of the sites.

Initial costs of a vehicle and equipment would need to be considered.

Below are outlined approximate costs per annum. A suitably qualified person would need to be employed and certain qualifications would either be needed or gained whilst in the Town Councils employment. For example handling chemicals (weed control) and chainsaw use (cutting back hedges).

Grounds Staff salary + taxes + pension - £25,710.00

Vehicle + fuel + tax + servicing - £6,158

Equipment (lawnmowers, strimmers, weed control) - £1,000

Administration costs to manage this service - £5,600

Total - £38,468

Option 4

Remove the toilets from the allotment sites. This would save £8,000 per annum.

No longer cover vacant allotment plots. This would reduce costs but create more complaints as weeds etc. will spread.

Budget for 2018/2019

The Budget paper is for an ordinary service. There are no additional costs for tree cutting or hedge trimming. The costs are constantly increasing and the budget set out reflects the reality of the costs. For instance, the cost of fuel and petrol is increasing constantly and often above inflation. These costs have to be passed on by the contractor to the Town Council. In order to reduce costs, some service reduction will have to be considered as outlined above.

Earmarked Reserves

Over the past year the Town Clerk has been working with the Policy and Resources Committee to allocate Earmarked Reserves to specific projects.

It is recommended that for all additional works to the allotments which will need to be carried out over the next ten years, earmarked reserves are allocated.

A full and in-depth report will be submitted to the committee with full costs and suggestions but currently the suggested Earmarked Reserve for the allotments is about £100,000.

This will cover costs for replacing fencing, gates and tree works identified from tree surveys what have been carried out and will be inspected on a regular basis.

Financial Implications

The financial implications are outlined in the report above.

Legal & Policy Implications

The Town Council has a duty to comply with Health and Safety Regulations.

The Town Council also has a duty to ensure that its budgets are fair and cover the cost of the services it provides.

Recommendations:

To note the Draft Budget for Allotments 2018/2019 attached at Annex 1.

To consider projected allotment costs for 2018/2019.

To consider options to cover the costs of the Allotments Service.

To make recommendations to the Policy and Resources Committee for the Allotments Budget 2018/2019.

29 September 2017

Note: The person to contact about this report is Wendy Coulter (Town Clerk), Andover Town Council, 66C High Street, Andover, Hampshire. SP10 1NG

Tel: 01264 335592

Email: townclerk@andover-tc.gov.uk

Website: www.andover-tc.gov.uk

Distribution: To all Members of the Staffing Sub-Committee.

EXPENDITURE

	Previous Year's Net	2017/2018	Actual Net	Balance	PROPOSED BUDGET 2018/2019	Known Income/ Expenditure to 20.10.2017	Projected Balance @ 31.03.2018
4500 Allotment Service							
4500/1/1 Admirals Way							
4500/1/1/1 Services	£836.34	£1,000.00	£413.40	£586.60	£1,000.00	£413.40	£0.00
4500/1/1/2 Grounds Maintenance	£2,081.09	£1,000.00	£746.00	£254.00	£1,500.00	£746.00	£-492.00
4500/1/1/3 Water Charges	£290.11	£300.00	£127.81	£172.19	£300.00	£127.81	£0.00
4500/1/1/4 Repairs & Renewals	£65.00	£600.00	£20.00	£580.00	£300.00	£20.00	£0.00
4500/1/1/5 Equipment	£609.70	£450.00	£0.00	£450.00	£450.00	£0.00	£450.00
4500/1/1/6 Sundries	£50.00	£70.00	£0.00	£70.00	£70.00	£0.00	£70.00
4500/1/1/7 Returned Deposits	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4500/1/1/8 Pest Control	£0.00	£686.00	£342.84	£343.16	£700.00	£342.84	£0.00
4500/1/1 TOTAL	£3,932.24	£4,106.00	£1,650.05	£2,455.95	£4,320.00	£1,650.05	£28.00
4500/1/2 Barlows Lane							
4500/1/2/1 Services	£836.34	£1,000.00	£413.40	£586.60	£1,000.00	£413.40	£0.00
4500/1/2/2 Grounds Maintenance	£2,754.01	£1,000.00	£1,480.00	£-480.00	£2,500.00	£1,480.00	£-1,960.00
4500/1/2/3 Water Charges	£445.44	£890.00	£335.62	£554.38	£700.00	£335.62	£0.00
4500/1/2/4 Repairs & Renewals	£70.00	£670.00	£458.89	£211.11	£500.00	£458.89	£0.00
4500/1/2/5 Equipment	£609.70	£400.00	£0.00	£400.00	£300.00	£0.00	£400.00
4500/1/2/6 Sundries	£41.67	£70.00	£0.00	£70.00	£70.00	£0.00	£70.00
4500/1/2/7 Returned Deposits	£50.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4500/1/2/8 Pest Control	£0.00	£686.00	£342.84	£343.16	£700.00	£342.84	£0.00
4500/1/2 TOTAL	£4,807.16	£4,716.00	£3,030.75	£1,685.25	£5,770.00	£3,030.75	£-1,490.00

	Previous Year's Net	2017/2018	Actual Net	Balance	PROPOSED BUDGET 2018/2019	Known Income/ Expenditure to 20.10.2017	Projected Balance @ 31.03.2018
4500/1/3 Churchill Way							
4500/1/3/1 Services	£836.34	£1,000.00	£413.40	£586.60	£1,000.00	£413.40	£0.00
4500/1/3/2 Grounds Maintenance	£2,500.51	£1,000.00	£635.00	£365.00	£2,500.00	£635.00	£-270.00
4500/1/3/3 Water Charges	£453.95	£480.00	£154.28	£325.72	£500.00	£154.28	£0.00
4500/1/3/4 Repairs & Renewals	£0.00	£600.00	£50.00	£550.00	£300.00	£50.00	£300.00
4500/1/3/5 Equipment	£615.70	£400.00	£0.00	£400.00	£300.00	£0.00	£200.00
4500/1/3/6 Sundries	£41.67	£70.00	£0.00	£70.00	£70.00	£0.00	£70.00
4500/1/3/7 Returned Deposits	£100.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4500/1/3/8 Pest Control	£0.00	£686.00	£342.84	£343.16	£700.00	£342.84	£0.00
03/01/4500 TOTAL	£4,548.17	£4,236.00	£1,595.52	£2,640.48	£5,370.00	£1,595.52	£300.00
04/01/4500 Mylen Road							
4500/1/4/1 Services	£836.34	£1,000.00	£413.40	£586.60	£1,000.00	£413.40	£0.00
4500/1/4/2 Grounds Maintenance	£3,987.17	£1,000.00	£1,325.00	£-325.00	£2,650.00	£1,325.00	£-1,650.00
4500/1/4/3 Water Charges	£734.30	£800.00	£40.00	£760.00	£800.00	£40.00	£0.00
4500/1/4/4 Repairs & Renewals	£0.00	£600.00	£60.00	£540.00	£300.00	£60.00	£200.00
4500/1/4/5 Equipment	£1,134.70	£500.00	£0.00	£500.00	£300.00	£0.00	£200.00
4500/1/4/6 Sundries	£74.00	£70.00	£0.00	£70.00	£70.00	£0.00	£70.00
4500/1/4/7 Returned Deposits	£100.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4500/1/4/8 Pest Control	£0.00	£686.00	£342.84	£343.16	£700.00	£342.84	£0.00
4500/1/4 TOTAL	£6,866.51	£4,656.00	£2,181.24	£2,474.76	£5,820.00	£2,181.24	£-1,180.00
4500/1/5 Old Winton Road							
4500/1/5/1 Services	£836.34	£1,000.00	£413.40	£586.60	£1,000.00	£413.40	£0.00
4500/1/5/2 Grounds Maintenance	£3,895.51	£1,000.00	£1,615.00	£-615.00	£3,300.00	£1,615.00	£-1,600.00
4500/1/5/3 Water Charges	£354.48	£600.00	£421.88	£178.12	£1,000.00	£421.88	£-400.00
4500/1/5/4 Repairs & Renewals	£0.00	£600.00	£30.00	£570.00	£300.00	£30.00	£300.00
4500/1/5/5 Equipment	£609.70	£350.00	£0.00	£350.00	£300.00	£0.00	£300.00
4500/1/5/6 Sundries	£56.00	£70.00	£0.00	£70.00	£70.00	£0.00	£70.00
4500/1/5/7 Returned Deposits	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4500/1/5/8 Pest Control	£0.00	£686.00	£342.84	£343.16	£700.00	£342.84	£0.00
4500/1/5 TOTAL	£5,752.03	£4,306.00	£2,823.12	£1,482.88	£6,670.00	£2,823.12	£-1,330.00

	Previous Year's Net	2017/2018	Actual Net	Balance	PROPOSED BUDGET 2018/2019	Known Income/ Expenditure to 20.10.2017	Projected Balance @ 31.03.2018
4500/1/6 The Drove							
4500/1/6/1 Services	£836.34	£1,000.00	£413.40	£586.60	£1,000.00	£413.40	£0.00
4500/1/6/2 Grounds Maintenance	£2,626.08	£1,000.00	£1,755.00	£-755.00	£2,700.00	£1,755.00	£-1,700.00
4500/1/6/3 Water Charges	£2,076.04	£3,500.00	£1,599.48	£1,900.52	£2,500.00	£1,599.48	£0.00
4500/1/6/4 Repairs & Renewals	£0.00	£600.00	£50.00	£550.00	£300.00	£50.00	£200.00
4500/1/6/5 Equipment	£532.10	£300.00	£0.00	£300.00	£300.00	£0.00	£300.00
4500/1/6/6 Sundries	£89.22	£70.00	£0.00	£70.00	£70.00	£0.00	£70.00
4500/1/6/7 Returned Deposits	£100.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4500/1/6/8 Pest Control	£0.00	£686.00	£342.84	£343.16	£700.00	£342.84	£0.00
4500/1/6 TOTAL	£6,259.78	£7,156.00	£4,160.72	£2,995.28	£7,570.00	£4,160.72	£-1,130.00
4500/1/7 Vigo Road							
4500/1/7/1 Services	£836.34	£1,000.00	£413.40	£586.60	£1,000.00	£413.40	£0.00
4500/1/7/2 Grounds Maintenance	£3,613.63	£1,000.00	£1,355.00	£-355.00	£3,000.00	£1,355.00	£-1,300.00
4500/1/7/3 Water Charges	£1,074.81	£1,500.00	£165.51	£1,334.49	£1,200.00	£165.51	£0.00
4500/1/7/4 Repairs & Renewals	£257.00	£600.00	£0.00	£600.00	£300.00	£0.00	£300.00
4500/1/7/5 Equipment	£809.70	£380.00	£0.00	£380.00	£300.00	£0.00	£300.00
4500/1/7/6 Sundries	£50.00	£70.00	£0.00	£70.00	£70.00	£0.00	£70.00
4500/1/7/7 Returned Deposits	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4500/1/7/8 Pest Control	£0.00	£686.00	£342.96	£343.04	£700.00	£342.96	£0.00
4500/1/7 TOTAL	£6,641.48	£5,236.00	£2,276.87	£2,959.13	£6,570.00	£2,276.87	£-630.00
Picket Twenty							
Services	£0.00	£0.00	£0.00	£0.00	£1,000.00	£0.00	£0.00
Grounds Maintenance	£0.00	£0.00	£0.00	£0.00	£1,500.00	£0.00	£0.00
Repairs & Renewals	£0.00	£0.00	£0.00	£0.00	£100.00	£0.00	£0.00
Equipment	£0.00	£0.00	£0.00	£0.00	£200.00	£0.00	£0.00
Sundries	£0.00	£0.00	£0.00	£0.00	£50.00	£0.00	£0.00
Pest Control	£0.00	£0.00	£0.00	£0.00	£700.00	£0.00	£0.00
					£3,550.00		
4500/1 TOTAL	£38,807.37	£34,412.00	£17,718.27	£16,693.73	£45,640.00	£17,718.27	£-5,432.00

TOTAL ALLOTMENTS EXPENDITURE	£38,807.37	£34,412.00	£17,718.27	£16,693.73	£45,640.00	£17,718.27	-£5,432.00
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INCOME

	Previous Year's Net	2017/2018	Actual Net	Balance	PROPOSED BUDGET 2018/2019	Known Income/ Expenditure to 20.10.2017	Projected Balance @ 31.03.2018
3050 Allotment Rents							
3050/1 Admirals Way	£844.70	£800.00	£13.92	-£786.08	£800.00	£13.92	£800.00
3050/2 Barlows Lane	£5,587.52	£5,500.00	£4.20	-£5,495.80	£5,500.00	£4.20	£5,500.00
3050/3 Churchill Way	£2,286.87	£2,000.00	£0.00	-£2,000.00	£2,000.00	£0.00	£2,000.00
3050/4 Mylen Road	£1,388.46	£1,400.00	£50.40	-£1,349.60	£1,300.00	£50.40	£1,400.00
3050/5 Old Winton Road	£3,685.24	£3,800.00	£0.00	-£3,800.00	£3,600.00	£0.00	£3,800.00
3050/6 The Drove	£7,097.69	£7,200.00	£0.00	-£7,200.00	£7,000.00	£0.00	£7,200.00
3050/7 Vigo Road	£4,589.93	£4,900.00	£0.00	-£4,900.00	£4,500.00	£0.00	£4,900.00
Picket Twenty	£0.00	£0.00	£0.00	£0.00	£960.00	£0.00	£0.00
3050 TOTAL	£25,480.41	£25,600.00	£68.52	-£25,531.48	£25,660.00	£68.52	£25,600.00
TOTAL ALLOTMENTS	£25,480.41	£25,600.00	£68.52	-£25,531.48	£25,660.00	£68.52	£25,600.00
BALANCE - EXPENDITURE LESS INCOME	-£13,326.96	-£8,812.00	-£17,649.75	-£8,837.75	-£16,430.00	-£17,649.75	

Quote 1

Quotation

PTFQ-
5005

Client: Andover Town Council - Ms Lisa Lang
 Site: Admiral Way Allotments
 Quote Reference: PTFQ-5005

Item Ref	Item	Details	Item Charge
0.01	Tree Care - Crown Lifting	<p>Supply all plant labour and materials to complete the crown lifting of a number of trees located along the farthest half of the allotment (past the chain link dissecting the allotment area). The crown of all the trees will be lifted to approximately 4.5m in height. Small trees with a diameter of less than 150mm in diameter within the the allotment fenceline. There are larger trees, however these will be crown lifted, if you require these to be felled then this will be an additional cost.</p> <p>All works will be completed by experienced, competent and qualified arborists. Arborists will climb the trees using safe and approved techniques, working with regularly checked and tested climbing equipment. All waste will be removed from site and the area left clean and tidy upon completion of the agreed works.</p>	£1,368.00
Total for quotation:			<u>£1,368.00</u>

Notes:

- 1.00 All tree works will be completed to British Standard 3998, by competent and qualified arborists using appropriate equipment sharp and correctly set, working in accordance with techniques and systems deemed to be good arboricultural practice.
- 2.00 BS 3998:2010 3.3 Arboriculturist; person who, through relevant education, training and experience, has gained recognized expertise in the care of trees.
- 3.00 All figures are quoted **exclusive of VAT** at the prevailing rate.
- 4.00 This quotation remains open and valid for a period of 30 days from the date of the quotation.
- 5.00 Payment terms are strictly 30 days nett from date of invoice, unless otherwise agreed in writing.
- 6.00 We are an '**Approved Contractor**' with the Arboricultural Association, whereby a stringent process to ensure continued high level of advice, customer service and correct working practice are adhered to.

Quote 2

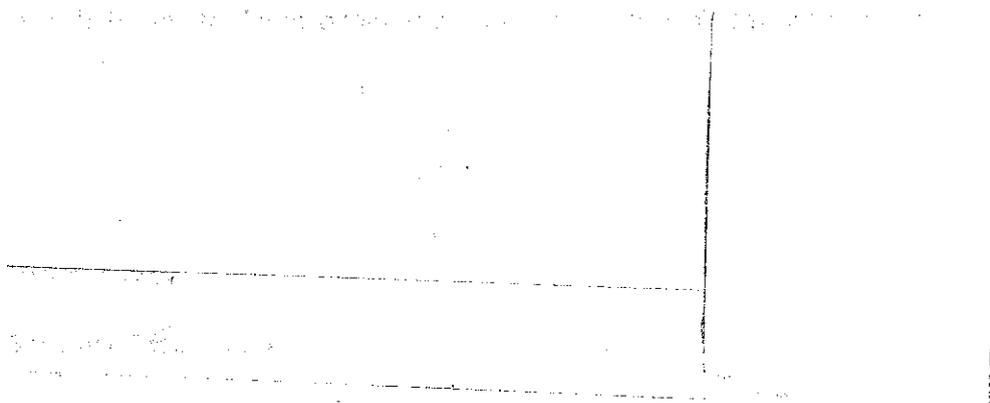
Subject: Tree work at Admirals

Hi Lisa

Hope you are well

Sorry I have been a bit slow keeping up with quotes.

The quote for cutting back the trees overhanging at Admirals, to include 2 trees inside the fence and leave the cut branches over the fence **£1650`+VAT**



Quote 3

Andover Town Council
First Floor Office,
66C High Street,
Andover,
Hampshire
SP10 1NG

Quotation 10th July 2017

To carry out works to remove low hanging branches on the allotment at Admiral's Way from behind plot 10A to plot 16 to the height of 5m

To also clear brambles etc from areas between 10A to 16 that are in front of the fence.

Total price

£950.00