



**SACRISTON PARISH COUNCIL  
ANNUAL ALLOTMENT ASSOCIATION MEETING (AGM)**

**Minutes of the meeting held on Monday 7<sup>th</sup> February 2022 at 6.30pm  
In The Fulforth Centre**

**Present:** Cllr H. Dixon (Chair), Cllr E Waldock, Cllr G Ludlow, Cllr J Barrett, Cllr D Robson, Cllr R Harrison, Cllr R Sharp, Mr E Metcalfe (Treasurer) and Miss C. Wilson (Clerk)

**Apologies:** None

**Item No:**

<b>1.</b>	<b>Welcome by The Chair</b>	The Chair opened the meeting at 6.30pm and welcomed everyone.
<b>2.</b>	<b>Apologies for Absence</b>	Nothing to report.
<b>3.</b>	<b>Appointments to the Group</b>	It was agreed by all that the appointments for the Parish Allotment Group will be as follows: -  Chair – Cllr H Dixon Treasurer – Cllr E Metcalfe Secretary – C Wilson (Parish Clerk) Cross Lane Representative – Cllr J Barrett. R Lomax has now stepped down Daisy Hill Representative – Cllr R Sharp
<b>4.</b>	<b>Minutes of the Previous Meeting</b>	Minutes from the previous meeting held on 19 <sup>th</sup> July 2021 were accepted as a true record and signed by the Chair.
<b>5.</b>	<b>Treasurer's Report</b>	Mr E Metcalfe provided an up-to-date financial report.  The balance of the bank account as at 31 <sup>st</sup> January 2022 was £1208.38.  The water account is currently in credit by £113.82 after having been reimbursed payments.
<b>6.</b>	<b>Allotment Rules and Constitution</b>	Twelve months' notice was provided to allotment holders to inform them that the Tenancy Agreement will be reviewed and updated and everyone will be required to sign a new agreement next year.  A question was raised as to will the plot holders be able to review the Tenancy Agreement before signature.

		<p><b>RESOLVED</b></p> <p>It was agreed that prior to the next AGM the new Tenancy Agreement will be published on the noticeboards and will be discussed at that meeting.</p>
7.	<b>Public Liability Insurance</b>	<p>The clerk informed the meeting that all the allotment holders who have paid £3 and provided their contact details have been signed up to The National Allotment Society membership scheme and were now covered for public liability insurance.</p> <p>There were 4 members who had not taken advantage of the scheme and had also not provided any proof that they had public liability insurance. It was informed that if those 4 members do not provide proof of this, they will be given a warning.</p> <p>A question was raised as to why members must have public liability insurance. There is no legislation to state that members must have this insurance however, it is in the interests of the member and the Parish Council that everyone is covered in the event of accident.</p>
8.	<b>Collection of Rent and Public Liability Insurance</b>	<p>Members are required to pay rent in full and make payment of £3 which will be paid towards the renewal of public liability insurance.</p> <p>This will be collected at the Fulforth Centre on: -</p> <p>Monday 28<sup>th</sup> February 2022 between 6.30pm – 7.30pm  Tuesday 8<sup>th</sup> March 2022 between 6.30pm – 7.30pm</p>
9.	<b>Inspections</b>	<p>Inspections will take place prior to the rent collection date in March.</p>
10.	<b>Scrap Metal</b>	<p>Should any members wish to get rid of any scrap metal on their allotment can they please leave it next to the container at Cross Lane as the Allotment Association are to arrange for its removal.</p>
11.	<b>Date and Time of next meeting</b>	<p>Next meeting to be held Monday 6<sup>th</sup> February 2023 at 6.30pm.</p> <p>Meeting closed at 6.45pm</p>

Agreed and signed by Chair of Allotment Association..... Date .....