



St Stephen in Brannel Parish Council

E-mail: clerk@ststepheninbrannel-pc.org.uk
www.ststepheninbrannel-pc.org.uk

Office 2, Brannel Room
22 Fore Street, St Stephen
St Austell, PL26 7NN
Tel: 01726 823003
Fax: 01726 821233

5th October 2021

To all Members of St Stephen in Brannel Parish Council

Dear Committee Members,

You are hereby summoned to an ordinary meeting of St Stephen in Brannel Parish Council Allotment Sub-Committee to be held in the Brannel Room, 22 Fore Street, St Stephen on Tuesday 12th October 2021 at 11am for the purpose of transacting the business stated in the agenda below.

Yours faithfully,

LCRanger

Linda Ranger PSLCC Cert HE
Clerk & Responsible Finance Officer

Note: Members of the Press & Public are invited to attend under the Public Bodies (Admission to Meetings) Act 1960.

Under the Openness of Local Government Bodies Regulations 2014, any members of the public or press are allowed to take photographs, film and audio record the proceedings and report on all public sections of the meeting.

Under the Local Government Act (LGA) 1972 Sch 12 10(2)(b), Council is unable to make any decision on matters not listed within the agenda.

Coronavirus Risk Assessment

The full risk assessment can be obtained from the Clerk, however please note the following –

If you have any symptoms of, or have tested positive for, Coronavirus please do **NOT** attend this meeting.

It is **REQUESTED** that face coverings be worn unless you are classed as exempt or seated.

The capacity of the venue will be limited to approximately 17 individuals and therefore may not safely accommodate all members of the public who wish to attend. Please arrive at 10.45am; seats will be provided once registered and on a first come, first seated basis.

It is **REQUESTED** that you must remain seated, in your allocated space, at all times during the meeting other than for personal breaks.

Members of the public are encouraged to follow the meeting via the Facebook live stream and submit questions/statements to the Clerk by 12noon the day before the meeting.

AGENDA

1. Election of Committee Chairman for 2021/22

To appoint a committee chairman for the municipal year of 2021/22.

2. Election of Committee Vice Chairman for 2021/22

To appoint a committee vice chairman for the municipal year of 2021/22.

3. Apologies for Absence

To receive apologies for absence and note apologies not received.

4. Declarations of Interest

- a) Pecuniary Interests: To receive any Declarations of Pecuniary Interests as declared on the Register of Interests.
- b) Non-registerable Interests: To receive Declarations of Non-registerable Interests.
- c) Dispensations: The Clerk will consider and report on any requests for dispensation in line with the Council's Code of Conduct.
- d) Gifts & Hospitality: To declare any gifts or hospitality in line with the Council's Code of Conduct.

5. Public Participation¹

To hear from members of the public who wish to make representations, answer questions and give evidence in respect of the business on the agenda. A question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.

6. Previous Meeting Minutes

To adopt the minutes of the Allotment Sub-Committee meeting held on Tuesday 16th March 2021 to allow the presiding Chairman to duly sign.

7. Clerk's Report

To receive a verbal report from the Clerk on any matters arising from previous minutes, meetings attended by officers and future dates for the diary. For information only.

8. Councillor's Reports

To include an update on any meetings attended by Members as representatives of the Parish Council and future dates for the diary. For information only.

9. Risk Assessment Inspection

To receive details of the inspection carried out and resolve any action required.

10. Greenhouse Request

To consider a request from a plot holder for a small polycarbonate greenhouse.

11. The National Allotment Society

To receive details of, and consider correspondence from the aforementioned.

12. Allotmentee's Liability Insurance Scheme

To consider the aforementioned for helpers of allotment tenants and resolve any action required.

13. Strategy Plan Review

To review the committee's objectives within the Strategy Plan, discuss new projects for inclusion and resolve any recommendations for Full Council.

14. 2022/23 Budget

To discuss any budget requirements for 2022/23 to pass to the Responsible Finance Office Finance & General Purposes Committee for consideration.

¹ Standing Order 3f: Total time allowed will be 15 minutes (limit of 5 minutes per person) which may be varied at the discretion of the Chairman.

Committee Members:

Cllr Barry Davey
Cllr Don Hallett
Cllr Keith Truscott

Substitutes:

Cllr Helen Horner