



## BARROW TOWN COUNCIL

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LA14 2LD

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23<sup>rd</sup> June, 2023

**To: Members and Officers of The Allotments Committee**

**Councillors:**

**Younger: Griffiths: Thomson: Chatfield: Atree: McEwan: Worthington: Raymond:**

Dear Sir/Madam

### **Allotments Committee – 27th June, 2023**

You are requested to attend a meeting of the Allotments Committee to be held on Tuesday 27<sup>th</sup> June, 2023 at 18.00 pm in the Law Library, First Floor, Town Hall, Barrow-in-Furness.

Members are reminded of their responsibility to declare any personal or prejudicial interest or disclosable pecuniary interest in respect of matters contained in this agenda.

The Agenda for the meeting is set out overleaf.

Members of the public, agents and applicants have now the opportunity to address the Committee on applications. Please contact the Town Clerk to register your request to speak at the Planning Committee.

Yours faithfully

*Lesley Smyth*  
**Town Clerk**

**N.B.** In order to manage numbers and to ensure we do not exceed capacity, anyone attending the Allotments Committee meeting will be issued with a ticket for a seat. Once all the tickets have been issued no more visitors will be allowed access to the meeting until someone leaves the room. This is to ensure that we meet the health and safety requirements. The tickets will be issued on a first come first served basis, however seats will be reserved for registered speakers and Ward Councillors speaking on Allotment matters. Tickets will only be issued on arrival prior to the meeting and cannot be obtained in advance.

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### **Protocol for Public Speaking at Planning Committee**

- 1) Any person directly affected by proposals including applicants, objectors or supporters (or their representatives) may request to speak at Allotment Committee.
- 2) Ward Councillors whose wards are directly affected by proposals may also request to speak.
- 3) Each request will be considered by the Chair prior to the meeting, taking into account whether the proposals directly affect the speakers (or whom they represent) and the number requesting to speak.
- 4) A maximum of three speakers (not including ward Councillors) will be allowed to address the Committee on each item. For example, two objectors and one applicant or agent, or one objector, one supporter and one applicant or agent.
- 5) Each speaker will be allowed a maximum of three minutes to address the Committee unless the Chair agrees a time extension in exceptional circumstances.
- 6) Ward Councillors are advised to speak for no longer than six minutes. Councillors who speak beyond this time limit may do so at the discretion of the Chair, taking into account the number of other people wishing to speak at the meeting.
- 7) Following the presentation of reports by officers, the order of speakers will be: i) Objectors or supporters ii) Applicants or agents iii) Ward Councillors
- 8) Members of the Allotments Committee may ask questions of objectors, supporters and applicants / agents but not ward Councillors. This shall take place immediately after each address by a speaker.
- 9) Speakers will not be allowed to address the Committee other than in their allocated time or, in the case of objectors, supporters and applicants / agents, to answer questions by Committee members.
- 10) Anyone wishing to speak must give notification to the Council **at least 3 working days** prior to each meeting together with a short summary of points they wish to make. Anyone wishing to present photographs or plans at the meeting must also provide copies at the same time as this notification.

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**Allotments Committee**  
**Wednesday 27th June, 2023**

**AGENDA**

**PART A (OPEN TO PRESS AND PUBLIC)**

**1. TO ELECT THE CHAIR FOR THE ENSUING YEAR**

**2. TO ELECT THE VICE CHAIR FOR THE ENSUING YEAR**

**3. Chairs Announcements**

- Appointment of Cllr K Hyland to the Committee
- Fire Procedures/Mobile Phones/Rest Rooms
- *“Members of the public, committee members and officers are reminded that under the Openness of Local Government Bodies Regulations 2014, the press and public may film, audio record, photograph and use social media whilst the meeting is in progress, for Part A items only, and as long as no disruption is caused to the meeting. Anyone filming is asked to focus their attention on elected members rather than other visitors”.* (To be read out if visitors present).

**4. Apologies for absence**

To receive and approve apologies from Members

**5. Declarations of Interests**

To receive any declarations of interest from Members.

In accordance with the revised code of conduct Members are required to declare any disclosable pecuniary interests (DPI's) or other registrable interest (ORI's) which have not already been declared in the Council's Register of Interests. Members are reminded that it is a criminal offence not to declare a DPI, either in the Register or at the meeting. In the interests of clarity and transparency Members may wish to declare any DPI which they have already declared in the Register, as well as any ORI.

**6. Exclusion of Public and Press (Public Bodies Admission to Meetings Act 1960)**

To consider whether there are any Agenda Items during consideration of which the Press and Public should be excluded.

**7. Current Schedule of Allotments**

A List of all existing allotments is attached at Appendix 1

**8. To determine the responsibilities of the Town Council**

**9. Allotment Contract**

A Draft Contract is attached at Appendix 2

**10. Financial Statement for the Years 20-21; 21-22; 22-23**

An Income & Expenditure Statement for the past 3 financial years is attached at Appendix 3

To Establish the current costs for the service.

**11. Meeting with the Allotments Administrator of Ulverston Town Council**

The Chair and Clerk are to meet with the Ulverston Town Clerk and the Allotment Administrator on 4<sup>th</sup> July, 2023.

To consider and determine issues to be investigated.

**12. Meetings of the Allotments Committee**

To determine the time and place for the Meetings of the Allotments Committee.

**Recommendation**

That the Meetings for the year 2023-2024 be held on the dates as circulated, (page 5), with a caveat that the dates are subject to change and that notice will be given of any alterations to the Committee's Calendar.

To Note that the next meeting of the Allotments Committee will be held on July, 2023 at 18.00 pm in the Law Library at Barrow Town Hall, Duke Street, Barrow-in-Furness. LA14 2LD.

## ALLOTMENTS COMMITTEE DRAFT SCHEDULE OF MEETINGS 2023-2024

Wednesday	26 <sup>th</sup> July, 2023
Wednesday	13 <sup>th</sup> September, 2023
Wednesday	25 <sup>th</sup> October, 2023
Wednesday	15 <sup>th</sup> November, 2023
Wednesday	20 <sup>th</sup> December, 2023
Wednesday	17 <sup>th</sup> January, 2024
Wednesday	21 <sup>st</sup> February, 2024
Wednesday	13 <sup>th</sup> March, 2024