

I hereby give you notice that a MEETING of the CLAPHAM PARISH COUNCIL ALLOTMENT COMMITTEE will be held in: The Village Hall, Committee Room on WEDNESDAY 12th APRIL 2023 at 5.00pm	
All members of the Committee are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted at the meeting as set out hereunder.	
Signed: <i>Clerk to the Council</i> Dated: 5th April 2023	

AGENDA

1. **Apologies for Absence**
2. **Declarations of Interest**
3. **Open Forum**
4. **Minutes of Last Meeting**
5. **Matters Arising (*for information only*)**
6. **Clerks Report (*for information only*)**
7. **Finance**
 - a) Rents - update
8. **Allotment Association**
 - a) Update
 - b) Membership
9. **Numbering of Plots**
10. **Plot Allocation**
 - a) Vacant Plots
 - I. Allocation process
 - II. Letter to new tenants
 - III. Policing: who and how often
 - IV. Vacant plot policy
11. **Unattended Plots**
 - a) Policy for existing and new tenants
12. **Roles and Responsibilities**
 - a) Review suggestions to date
13. **Security**
14. **Any Other Business**
15. **Date of Next Meeting**