



ALLOTMENTS COMMITTEE

Members: Committee Chairman - Cllr J Middleton
Cllrs Barton, Fone, Hale, Hatch, Hill, O'Brien & Norton-Sealey
Tenants' Reps: J Forbes & J Pilsworth (ML) A Cunningham (HA),
J Clark (VR), A Stephens (CH), S Murtagh (WA) &
C Robinson (CEM)

Dear Member

18 June 2018

You are hereby summoned to attend the **Allotments Committee** meeting of Clevedon Town Council which will be held in the Committee Room, 44 Old Street, and Clevedon on **Monday 25 June 2018 at 7.30pm**

Signed Ms P J Heath, PSLCC
Town Clerk

PUBLIC PARTICIPATION - Not exceeding 20 minutes, with no more than 5 minutes per individual, dependent on the number wishing to speak, for members of the public to make comment or ask questions.

AGENDA

1. To receive apologies for absence
2. To receive Declarations of Interest for items on the agenda
3. To elect a Vice-Chairman of the Allotment committee for the Council Year 2018/19
4. To receive the minutes of the Allotments Committee meeting held on 30 April 2018
5. To receive the Financial report of the Allotments Committee Accounts
6. To receive Site Maintenance Reports from Tenant Representatives for information and to receive updates on actions from 30 April 2018 meeting
 - 6.1 Moor Lane
 - 6.2 Highdale Avenue
 - 6.3 Victoria Road
 - 6.4 Westbourne Avenue
 - 6.5 Church Hill
 - 6.6 Cemetery
7. To discuss and agree with those Tenants on a six monthly Tenancy agreement and whether a full tenancy agreement can be awarded.
8. To discuss and agree whether to increase charges for September invoicing – currently £0.16p per perch, per week and water currently one-off charge of £6.90.
9. To discuss and consider the Allotment Integrated Software Suite package from Rialtas
10. To discuss and agree whether to sponsor all Begonia classes at the Clevedon Flower Show.
11. To discuss and agree a theme for Clevedon Flower Show and decide on a working party for this year's stand.
12. To receive any suggestions for the speaker at the Annual Tenant Meeting in October 2018.
13. To receive the completed forms for the first round of judging of the allotments in June 2018 and hand out sheets for July judging.
14. To receive tenant requests– ML12 Shed request when 6 month tenancy up in on 15 July
ML42A – Greenhouse 143cm x 73cm x 195cm
CH134 – request 6' x 4' shed (max. for site would be 4' x 4')
15. To receive any items reporting to Allotment watch.

Members are reminded they must declare a prejudicial or personal interest as soon as it becomes apparent in the course of the meeting.

Members are reminded that under Standing Orders they are required to switch their mobile phones/devices off.

16. To note the following information
 - 13.1 Termination of Tenancy – ML3A, ML24B, VR86A, WA91, CH131, CH133, CEM138, CEM144
 - 13.2 Allocation of Tenancy – ML3A, ML24B, VR86A, WA91, CH131, CH133, CEM137, CEM144
 - 13.3 Waiting List - 46 @ 13 June 2018
 - 13.4 Still to allocate – CEM138
17. Chairman Items for information only
18. To determine Part I and Part II items.

Agenda Item 9

QUOTATION FOR PURCHASE OF RIALTAS ALLOTMENT MANAGEMENT SOFTWARE

JUNE 2018

1a. Purchase of Rialtas Allotment Management Software

Purchase installation of the following:

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| Rialtas Allotment Management Software | £295 |
| Initial online set up of software and training (i.e. they will input all 163 gardens) | <u>£225</u> |

| | |
|-----------------------------|-------------|
| Purchase of Software | £520 |
|-----------------------------|-------------|

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|---|-------------|
| 1 st year annual support and maintenance single user licence | <u>£119</u> |
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|---|-------------|
| Total costs 1st year for purchase of software | £639 |
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1b. Ongoing costs

| | |
|--|----------------|
| Annual support and maintenance single user licence | £119 per annum |
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All of the above prices are subject to VAT at the standard rate.

Quotation valid for 90 days. Orders are subject to an initial 3 year minimum contract term for annual support and maintenance.

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