



## **NOTICE OF PARISH COUNCIL ALLOTMENT MEETING**

You are hereby summoned to attend the Martham Parish Council Allotment Meeting  
at the Community Centre on:  
**Wednesday 12<sup>th</sup> July 2017 at 2.30pm**

Finance Committee members are; Cllrs Gates, Starkings, Watson  
Members of the press and public are invited to attend

### **AGENDA**

**1. TO ELECT A CHAIRMAN.**

**2. ATTENDANCE**

To note those present and consider apologies for absence.

**3. DECLARATIONS OF INTEREST AND DISPENSATIONS**

You have a Disclosable Pecuniary Interest in a matter to be discussed if it relates to something on your Register of Interests form. You must declare the interest and leave the room whilst the matter is under discussion.

You have a Personal Interest in a matter to be discussed if it affects:

- Your wellbeing or financial position
- That of your family or close friends
- That of a club or society in which you have a management role

In these instances members must declare a personal interest but can speak and vote on the matter.

Whenever you declare an interest you must say why the interest arises so that it may be included in the minutes.

**4. PUBLIC FORUM**

To receive public representation on any matter on the agenda.

**5. RISK ASSESSMENT.**

To receive risk assessment undertaken on 5<sup>th</sup> July 2017 and agree actions.

**6. PLOT INSPECTION.**

To consider recommendations and decide actions following plot inspections.

**7. VACANT PLOTS**

To consider amount of vacant plots and ongoing management.

**8. TREE RISK ASSESSMENT.**

To consider which trees need assessing.

**9. TERMS OF REFERENCE.**

To agree terms of reference for recommendation to full council.

**10. TO CONSIDER CORRESPONDENCE.**

To consider correspondence received.

**11. ITEMS FOR NEXT AGENDA**

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*Sarah Hunt*

Clerk and Responsible Financial Officer  
Martham Parish Council