

**HARWICH TOWN COUNCIL**  
 Guildhall, Church Street, Harwich, Essex CO12 3DS  
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 email: [info@harwichtowncouncil.co.uk](mailto:info@harwichtowncouncil.co.uk)  
 Assistant Clerk: Mrs Marie Snell  
 A meeting of the  
**ALLOTMENTS COMMITTEE**  
 to be held at  
**The Guildhall, Church Street, Harwich**  
 on  
**Wednesday 6<sup>th</sup> March 2024 at 7.00pm**

**Public Question Time:**

15 minutes will be available for members of the Public to ask questions in relation to items on the agenda **only**.

**AGENDA**

<b>1</b>	<b>Apologies for Absence</b> To receive apologies for absence
<b>2</b>	<b>Declarations of Members' Interests</b> To receive any pecuniary or other registrable interests relating to items on the agenda
<b>3</b>	<b>Minutes of the Last Meeting</b> • To approve as a correct record the minutes of the Allotments Committee meeting held on 31 <sup>st</sup> October 2023.
<b>4</b>	<b>Matters Arising from the Minutes</b>
<b>5</b>	<b>Matters Arising from Previous Minutes</b> • <b>A024/23</b> – Update reference Dementia Friendly Allotment Plot.
<b>6</b>	<b>Vacant Plots/Waiting List/Notices to Quit</b>
<b>7</b>	<b>Site Representative Reports</b>
<b>8</b>	<b>Budget Update</b> • Clerk to provide update in income and expenditure.
<b>9</b>	<b>Matters Received in the Post, to be Reported or Raised by Members</b>
<b>10</b>	<b>Time and Date of Next Meeting</b> The next meeting of the Allotments Committee is <b>TBC</b> at <b>The Guildhall, Church Street, Harwich</b> .
<b>11</b>	<b>Exclusion of Public and Press</b> Pursuant to Sub-Section 2 of Section 1 of the Public Bodies (Admission to Meetings) Act 1960 the meeting is closed to the press and public for the transaction of the under-mentioned business:  • <b>Voluntary Site Representative Vacancy – Dunns Meadow</b>

12	<b>Voluntary Site Representative Vacancies</b> To review and consider a letter of interest received for the voluntary position at;  •Dunns Meadow
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**Dated: 28<sup>th</sup> February 2024**

**Mrs Marie Snell**  
**Assistant Clerk to the Council**  
*ML Snell*