

## A Meeting of the Ellisfield Allotments Trustees

The Minutes of the meeting of the Ellisfield Allotments Trustees, which was held on the 11th March 2024 in the Memorial Hall, Ellisfield at 6.30pm

### ELLISFIELD PARISH COUNCIL MEMBERS

NAME	ATTENDANCE	APOLOGIES	ABSENT
Cllr Haas	✓		
Cllr Rule			✓
Cllr Guinness	✓		
Cllr Dunse		✓	
Cllr Swanston	✓		
Cllr Alexander			✓

Also in attendance: Karen Ross (Locum Clerk), 4 members of the public

**0301 To receive and accept apologies for absence.**  
**RECEIVED** apologies from Cllr Dunse.

**0302 To receive any questions from Allotment holders**

Have the Allotment group joined NAS  
Yes the membership number is 53130A

Will Progro be provided by Veolia?  
This has been agreed. The Clerk will liaise with Veolia and Steve Foster.

Why has the Tenancy Agreement for the lower allotment not been issued?  
This is between the Tenant and the Parish Council and is being considered.

How much money is in the Allotment Account?  
As of 29<sup>th</sup> February 2024, there is £421.74.

Please will the Trustees tell us what they consider their role to be?  
The Trustees role is to manage and maintain the Ellisfield Allotments?

When are the Trustees sending out invoices?  
Allotment Invoices are issued in October each year.

Can 4 boundary posts be purchased on the upper Allotments at a cost of £75?  
This was agreed.

**0303 To approve as a correct record the minutes of the meeting of the Trustees of the Ellisfield Allotments meeting held on Monday 13<sup>th</sup> November 2023**  
**APPROVED** as a correct record the minutes of the meeting of the Trustees of the Ellisfield Allotments meeting held on Monday 13<sup>th</sup> November 2023.

**0304 To receive an update on outstanding issues**  
Cllr Swanston updated the meeting.

- Cllr Rule is the Councillor responsible for Allotments.
- The Policies have been removed from the Charities Commission website.
- The AGAR will be corrected going forward but not historically.
- Registering the land is in progress.
- The Invoices have been amended going forward to state the Trustees of the Ellisfield Allotments.

- 0305 To note the current financial situation and the reconciliation of the bank balance**  
**NOTED** the current financial situation and the reconciliation of the bank balance,  
attached as Appendix A
- 0306 To consider holding the meeting of the Trustees annually**  
**RESOLVED** to hold the meeting of the Trustees biannually.
- 0307 To agree the date of the next meeting**  
**AGREED** as 14<sup>th</sup> October 2025.

There being no further business the meeting closed at 6.55pm