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| A black and white logo  Description automatically generated  WARWICK TOWN COUNCIL |
| TOWN CLERK  Jayne Topham |
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| ALLOTMENTS COMMITTEE |
| **MONDAY 29th APRIL 2024** |
| **PRESENT:**  Councillor K Dray (Deputy Chair) Councillor D Skinner (substituting)  Councillor CL Moynihan  Councillor E Harrison  Councillor P Wightman  Assistant Town Clerk Mrs K Geddes |
| **COOPTED MEMBERS PRESENT:**  Mr S Poynter (PEAS), Mr A Will (Canalside), Mr P Collier (Railwayside), Mr P Lamb (WHS), Mr P Borrill (PEAS) |
| **MINUTES** |

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| **28.** | **APOLOGIES:** Councillor M Kaur Mangat, Mr D Barber and Mr D McLeod (Myton Green) sent their apologies – it was resolved to accept them. |
| **29.** | **DECLARATION OF PERSONAL OR PREJUDICIAL INTEREST:** None |
| **30.** | **UPDATE FROM ALLOTMENT ADMINISTRATION TEAM:**  Mrs K Geddes  [Report to Allotments Committee 29th April 2024.docx](https://warwicktowncouncil-my.sharepoint.com/:w:/g/personal/katherine_geddes_warwicktowncouncil_org_uk/EW25pQZJFYVDuU472gdXc0EBE6XWn9bsoynFuTvUjjMUJQ?e=L7uJub)  Noted and recommendations supported. |
| **31.** | **SITE REPORTS:**     * PEAS site – to be discussed at next item on the Agenda * Canalside site – no issues reported * Cape Housing – no issues reported * Railwayside – no further sign of the repeat trespasser |
| **32.** | **PERCY ESTATE FLOODING**:   * Response by Councils – lack of constructive response from WCC depts and the Environment Agency to date. WCC Assets will take a look at any suggested solutions from our end in conjunction with their property management arm and see if they can make a useful contribution. * Potential for rent reduction for plots suffering prolonged flooding. – PEAS requested a 50% reduction the annual rent they pay to the Town Council for use of the land due to the fact that over 50% of their plots are unworkable, have been so since January 2024 and show no signs as yet of improvement due to the ongoing wet weather. Current annual rent is £1200, paid in two six monthly installments.   Following discussion and a vote it was unanimously agreed that the annual rent for PEAS be reduced by 50% for 2024. Therefore, they will pay two installments of £300.   * Feasibility of installing land drainage using external contractors – it was agreed that the best way forward now was to meet onsite at PEAS as soon as possible to discuss possible potential drainage solutions and see what quotes could be sought for works. Asst Town Clerk to send round possible dates – relevant Committee members to respond ASAP. |
| **33.** | **MONEY LAUNDERING & TERRORIST FINANCING REGULATIONS** (as advised by the National Allotment Society)  We have been notified that as unicorporated associations, the self-managed allotment sites need to register with HMRC. This means a minimum of two members of the respective management committees should register online as Trustees of the groups as directed by the NAS. Members had questions around this issue so a call was made to our regional NAS representative Mr Colin Bedford. Mr Bedford answered members queries and the following points were confirmed:   * Any member of the Association who signed the lease or who is a signatory on the bank account can sign up to HMRC as a Trustee. * There are no further implications or liabilities for signing up as a Trustee than members already hold as signatories to the association’s bank account and/or as signatories on the existing leases. * The Associations will not need to submit accounts or any other documents to HMRC. * There is no set deadline to complete the registration. The NAS advise to do it as soon as possible. * Most Associations will have had trustees sign a lease agreement to hold the land on behalf of all their members and/or will have a bank account where they hold members’ money. In both of these scenarios, whilst the trust may not be formally set out in writing, there will be a clear intention for a trust to exist and therefore it would be regarded as an express trust.   Colin was thanked for his input and he can be contacted by any Allotments Association which has current membership of the NAS for further advice or answers -please contact the Asst Town Clerk for his contact details if required. |
| **34.** | **AOB**   * Warwick Allotments Judging date/criteria – Saturday 29th June commencing at 10am. Each site will be visited by Andrew Caine at intervals through the day (timetable to be sent out in advance). Criteria include overall impression of the plot, weed control and tidiness, range and quality of fruit and vegetables, any special features and environmental impact/sustainability. Prizes awarded for Best Plot and Best Newcomer. Mitigation will be in place for PEAS and Myton Green (on the grounds of the flooding issues and newness of the site. * NAS AGM – 8th June, Sheffield - [AGM 2024 – The National Allotment Society – National Society of Allotment and Leisure Gardeners Ltd (nsalg.org.uk)](https://www.nsalg.org.uk/news-events-campaigns/agm-2024/) * National Allotments Week – 12th – 18th August – theme is biodiversity. Members were asked to think about what that means on their sites i.e. bees, habitats, wildlife, chickens etc. To be discussed again at the next meeting. |

**Signed…………………………………………. Dated……………………………….**