



Eastwood Town Council

120 Nottingham Rd, Eastwood
NG16 3NP

Town Clerk Sheena Trower

Tel: 01773 719384

Email: townclerk@eastwood-tc.gov.uk

MINUTES OF THE MEETING OF EASTWOOD TOWN COUNCIL

Assets, Policy and Finance Committee

Thursday 8th June 2023 at 6.00 p.m.

Present: Cllr D. Bagshaw, Mrs. Z. Battison, M. Bullock (non-voting), R. Bullock, K. Oliver & K. Woodhead.
S. Trower (Town Clerk)

AFP24/01 To Appoint a Committee Chair for the Ensuing Year 2023 - 2024

RESOLVED: - that Cllr D. Bagshaw be appointed as Committee Chair for the ensuing year.

AFP24/02 To Receive Apologies for Absence

Apologies for absence were received from Cllrs S. Bagshaw & M. Radulovic M.B.E.

AFP24/03 To Appoint a Committee Vice-Chairman for the Ensuing Year 2023 – 2024

RESOLVED: - that Cllr R. Bullock be appointed as Committee Vice-Chair for the ensuing year.

AFP24/04 Declarations of Members Interests recorded in the Records Book

Cllrs D. Bagshaw, R. Bullock & K. Woodhead declared non-pecuniary interests in item 7 Allotments Report.
Cllr K. Oliver declared a non-pecuniary interest in item 13 lease agreements 120 Nottingham Road Eastwood.

AFP24/05 Variation of Order of Business None.

AFP24/6 To determine which additional items on any part of the agenda should be taken with the public excluded.

RESOLVED: -

Item 13 Lease agreements 120 Nottingham Road Eastwood

Item 14 Business rates 120 Nottingham Road, Eastwood

AFP24/7 Allotments Report (Cllr R. Bullock)

Written report circulated by Cllr R. Bullock as attached.

RESOLVED: -

- a) That notice to be served to tenants a rent increase effective from January 2025, extending notice of increase for a period of at least 12 months before implementation, to an annual rental of £50.00 to include use of metered water.
- b) Unpaid rentals due 1st January each year. Tenants with outstanding rental agreement, without submission of acceptable reason, will be served with notice to terminate the site as per tenancy agreements or late tenancy fee implemented in the sum of £20.00 if the tenant wishes to remain working the garden.
- c) Controlled fires on allotment sites – Committee to consider incinerator method of disposal subject to cost, supervision and environmental issues.
- d) Maintenance Contracts – three quotations sought; two received; one excluded due to non-compliance to requirements. Approved Broxtowe Borough Council quotation in the sum of £2887.00 to 31st March 2024. Schedule of works timetable required.
- e) Container on Dovecote Road confirmation the container not the responsibility or in the ownership of Eastwood Town Council.
- f) Composting Toilet Facility for each site – approved visit to neighbouring parish to review installations on allotment site.
- g) Allotment tenancy agreements – that a review to be undertaken to ensure compliance with the law of allotments.
- h) Water connections – that water meter to be connected and disconnected each season by Eastwood Town Council representative; information to be an amendment to the tenancy agreement on review.

AFP24/8 Budget Review 2023 – 2024

A copy of the budget income and expenditure to 31st May 2023 circulated.

RESOLVED: -

- a) That an allocation of £10,000 from earmarked reserves to be carried forward to increase the budget for Christmas lighting from £31,000 to £41,000 considering year two agreed 2022/23 contract for purchase of lighting in the sum of £19,536.50 nett plus annual installation costs £9,230.00.
- b) Separate quotation for installation of Christmas tree outside Eastwood Library.
- c) Noted grant funding may be available through Broxtowe Borough Council, subject to application.

AFP24/9 Review of Premises Management 120 Nottingham Road, Eastwood

Report circulated.

RESOLVED: -

- a) That a review to be carried out of lease terms and conditions of lessees.
- b) Quotations for rear of premises overhang enclosure
- c) Noted tree removal by neighbouring property owner recommended works to be undertaken before autumn 2023.

AFP24/10 Review of Asset Register

RESOLVED: -

Review of asset and insurance register at next meeting.

AFP24/11 Office & Civic Requirements

RESOLVED: -

- a) Request from Broxtowe Borough Council for assessment with office equipment.
- b) Quotation for cleaning and repair of the Civic Chain of Office.
- c) Aide memoire recording of meetings approved with deletion of recordings implemented following approval of relevant Minutes. Equipment provided courtesy of Cllr R. Bullock at no cost to Council.
- d) Upgrade of office telephone system/alarm line quotations to be sought.

AFP24/12 Exclusion of Public Order

The Committee considered to exclude the public and press from the meeting on agenda items 13 & 14 as they contain exempt information as defined in Paragraph 3 of Schedule 12A of the Local Government Act 1972.

RESOLVED: - Approved.

AFP24/12 Lease agreements 120 Nottingham Road, Eastwood

Chairman's report received.

RESOLVED: -

That a full financial audit undertaken as relevant.

AFP24/13 Business Rates 120 Nottingham Road, Eastwood

Report received.

RESOLVED: -

No further action.

AFP24/14 Dates of Next Meeting

To be agreed.

The Meeting closed at 9.00 p.m.

Minute reference AFP24/7 attachment: -

Allotment Report 08.06.2023

Allotment tenancies

Several plots at Dovecote Road have been let to new tenants this year the majority women and there are now quite a lot of tenants who take their children with them to the allotments. There are now only two plots vacant at Dovecote Road both of which are in a very neglected state and I think and another two at Derby Road.

There are a few plots which are not being used sufficiently and this will be monitored and warning letters issued as required.

Allotment rent

The rental period was changed from the financial year to the calendar year to make the rental period consistent with the growing season which helps when new tenants take on a plot as they are able to cultivate the plot in their first year.

There are a few tenants who are late paying and have to be chased for payment. This is a waste of the Financial Assistants time and is a cost to the council both in staff time and lost rent. I would like to introduce a late payment fee for those tenants.

The rent has at £20 per 1/2 plot and £40 per Full plot not been increased for at least 5 years and I believe it should be reviewed especially if the provision of skips is continued.

Allotment Rules Review

There should be a full review of the allotment rules and where necessary changed to ensure they comply with the 'Law of Allotments'.

Composting Toilet

There are a lot of families using the allotments and I would like the council to consider installing a composting toilet at each site. I believe grant funding may be available and I would like to arrange a visit to the allotments at Underwood where a composting toilet was installed a few years ago.