**Minutes of the Barwick in Elmet and Scholes Parish Council Allotments Sub Committee held remotely using a remote platform on 9th June 2020.**

Present: Chair Councillor Jacqueline Ward

Councillors Joanne Austin, Claire Hassel and Graham Slater

In attendance: The clerk until the chair was elected and then Cllr J Ward took over the meeting.

 2 Residents

1. Election of Chair Cllr J Ward

2. Apologies None

3. Declarations of Interest CH and JA as they have plots in Barwick Allotments

4. Terms of Reference agreed by committee

**Action** GS to update and sent to everyone on the committee

5. Update of Barwick Allotments by CH

All Allotments are being used at the moment. All plots are full ones or half ones which are rented out. All plots are either Barwick or Scholes residents. CH presently coordinates the contracts, renewal letters and payments. She is happy to do so at this moment in time. Going forward, we will explore if this is the best way of doing this role in the future.

It was agreed that all allotment holders use their own equipment and the Parish Council would not provide it.

**Action** CH to list the process of the running of the allotments

* Contracts/Renewal letters
* Maintenance for the year
* Payments

**Action**

Strimming areas of the Allotments was agreed to be done as soon as possible by the committee. JW to contact Keith to organise this.

**Action** Committee to look at contracts and renewal letters in September meeting to update payment options as we would like to encourage people to start paying online. Discussions about changing the start dates from 1st October to 1st of January so autumn crops could be harvested. It would be a better time in the year to renew/decline contracts for plot holders.

**Action** JW to have a tour of the Allotments. CH kindly offered.

7. Date of next meeting is 09th September 2020