

CLAYTON PARISH COUNCIL ALLOTMENT COMMITTEE MEETING

TUESDAY 4TH AUGUST 2026

At Clayton Village Hall 7.45pm

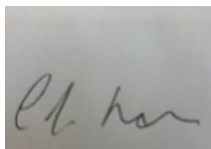
ATTENDANCE RECORD

**Would all members and officers please sign the attendance record below?
Thank you.**

**CLAYTON PARISH COUNCIL
ALLOTMENT COMMITTEE**

YOU ARE HEREBY SUMMONSED to attend the meeting of **Clayton Parish Council's Allotment Committee** on **Tuesday 4th August 2026** at Clayton Village Hall commencing at **7.45pm** for the purpose of transacting the following business.

Members of the Press and Public are invited to attend and may address the Council when tabled at the invitation of the Chairman.



21st July 2026.

Claire Hepton
Clerk to Clayton Parish Council

Tel: 01274 813134
email: clerk@clayton-pc.gov.uk

AGENDA

1. ELECT A CHAIRMAN

To elect a new chairman. Cllr Houldsworth stepping down as chair.

2. APOLOGIES FOR ABSENCE

To receive and consider the acceptance and approval of Absence notified by Members of the Committee.

3. DISCLOSURES OF INTEREST

To receive disclosure of personal and/or prejudicial interests from members of committee on matters to be considered at the meeting. The Disclosure must include the nature of the interest.

***Note:** Members may remain in the meeting and take part fully in discussion and voting unless the interest is prejudicial. A personal interest is prejudicial if it is one which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice the Member's judgment of the public interest. Members must withdraw from the meeting if the interest is prejudicial unless a dispensation has been obtained from the Standards Committee.*

Members are reminded that under the Members Code of Conduct they must register within 28 days changes to their financial and other interest and notify the Monitoring Office of any gifts and hospitality received.

4. ADMISSION OF THE PUBLIC

(Public Bodies (Admissions of Meetings) Act 1960, Schedule 12a and Clayton Parish Council Standing Order No. 67)

To determine if any of the tabled items to be discussed require to be held in closed session.

5. PREVIOUS ALLOTMENT COMMITTEE MINUTES AND PROGRESS REPORT, FOR INFORMATION ONLY, ON MATTERS ARISING FROM THE MINUTES WHICH ARE NOT INCLUDED ON THE AGENDA (Papers previously circulated to Members)

The Chairman/Parish Clerk will detail any progress made on matters arising from the minutes.

To receive the Minutes of Clayton Parish Council's allotment committee on 1st June 2026.

6. ALLOTMENT SCHEDULE AND RULES

To review and update the rules. Full details attached.

7. ALLOTMENT REPORT

Update on allotment matters and any actions required.

8. PUBLIC CONSULTATION AND QUESTION TIME

To receive questions/comments from the Public on:

- Any matter which is tabled for discussion on the Agenda;
- Any other matter of public interest which is within the responsibilities of Clayton Parish Council's Allotment Committee, and;
- To receive suggestions of items for inclusion in the Agenda of the next Allotment Committee meeting from the public and also from members of Clayton Parish Council's Allotment Committee.

9. DATE OF NEXT MEETING

To agree date and time of the next meeting of Clayton Parish Council's Allotment Committee.