



Ty-Nant,  
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Gilwern,  
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NP70HW  
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Members are invited to the next **Allotment committee Meeting** of Raglan Community Council which will be held on **27 Feb 2020 at 7pm** at the **Fellowship Centre, Usk Road, Raglan** and to consider the following agenda Items. Members are invited to declare Personal and Prejudicial interests in items on the agenda. It is a requirement that declarations from a member include the nature of the interest and whether it is Personal or Prejudicial. The council may consider to excluded the members of the press and public from a meeting of a council during an item of business whenever it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that, if members of the public were present during that item, confidential information would be disclosed to them in breach of the obligation of confidence. Copies of this agenda and relevant reports can be made available to members of the public attending a meeting by requesting a copy from the Clerk to the Council on 01873 832 017. Please note: you will need to give 3 days' notice prior to the meeting in order to provide you with this agenda.

Allotment committee members: Cllr's *Exton, Davies, Dorey, Willott,*  
Allotment tenants *Mr P Williams and Mr P King*

*Adrian Edwards*

**Clerk to the Council**  
**Date 12 February 2020**

### **Agenda**

1. Apologies for absence
2. Allotment management and cultivation.
3. Update on the management and tenancy of the allotments.
4. Consider the matter relating to the boundary hedge on the eastern allotment site.
5. Improvements to the allotment sites.
6. To consider health and safety on the allotment sites
7. Agree the provisional date for next meeting.



**Apology for Absence**

I, Community Councillor \_\_\_\_\_

give the Community Councils, Proper Officer written notification for an Apology for Absence for not attending the meeting which I was summoned to on the date below:

Held on \_\_\_\_/\_\_\_\_/\_\_\_\_ details of which are set out below:

REASON FOR ABSENCE (see note)

Large empty rectangular box for writing the reason for absence.

**Guidance Note:**

Whenever possible this form should be handed or emailed to the Clerk/Proper Officer before the start of the meeting. It is not sufficient simply to 'note apologies'. 'Noting apologies' tells the council nothing as to whether or not the members of the council accepted and approved the reason given for the absence, or, indeed, whether any reason was given at all. Members are requested to indicate the reason for non-attendance. Approval may be given by the council to an absence in advance; for example, where a member is intending to work abroad for an extended period.

**Please Note:** in addition to the written Apology for Absence, members have an obligation to declare the Apology for Absence orally or by emailing the Clerk/Proper Officer before the meeting.

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_



**MEMBERS CODE OF CONDUCT – PARAGRAPHS 10 & 11& 12**

I, Community Councillor \_\_\_\_\_

give the Community Councils, Proper Officer written notification of an interest declared by me at a meeting of Raglan Community Council:

Held on \_\_\_\_/\_\_\_\_/\_\_\_\_ details of which are set out below:

Please tick the relevant box below:

- Personal Interest**
- It was not a prejudicial interest**
- It was a prejudicial interest and I left the meeting**
- It was a prejudicial interest, but I have received dispensation from the Standards Committee.**

**Agenda item:** \_\_\_\_\_

**Details of the business on the agenda which the Personal Interest relates to:**

**Details of the personal/prejudicial interest:**

**Please Note:** in addition to the written disclosure of an interest, members have an obligation to declare the interest orally at the meeting, before, or at the commencement of the consideration of the item, or when the interest becomes apparent. Members should hand the Declaration of Interest forms to the Proper Officer at the end of the meeting or returned to the council office before the end of the week following the meeting.

**Signed:** \_\_\_\_\_