

Dear Sir/Madam,

MEETING OF THE ALLOTMENTS SUB-COMMITTEE

I hereby give you Notice that a Meeting of the Allotments Sub-Committee of the Bognor Regis Town Council will be held at The Town Hall, Clarence Road, Bognor Regis at **7.00pm** on **TUESDAY 16th FEBRUARY 2010** prior to the Meeting of the Planning and Licensing Committee.

All Members of the Allotments Sub-Committee are hereby summoned to attend for the purpose of considering and resolving upon the Business to be transacted as set out hereunder.

PLEASE NOTE THE START TIME

CLERK TO THE COUNCIL

DATED this 8th FEBRUARY 2010

THE AGENDA and BUSINESS to be TRANSACTED is:

1. Chairman's Announcements and Apologies for Absence
2. Declarations of Interest
3. To approve the Minutes of the Meeting held on 24th November 2009
4. Matters Arising from the Minutes which are not separate Agenda items
5. To consider rearrangement of Allotment Sub-Committee Meeting scheduled for 25th May 2010
6. To ratify expenditure of £16.00 + VAT, for two correx board signs intended for the gates
7. To ratify expenditure of £205.00 + VAT for the supply and installation of an infill to the side of the gate situated at the alleyway leading to plots 3 & 4, to match opposite side of gate. Min 51 refers
8. Further consideration of installation of mains water supply to the Re-established site. Min. 53 refers (if further information available)
9. Report on lettings
10. Reports from Allotment Holders including report on conditions of plots
11. Correspondence