**Minutes of Inaugural Meeting of Allotment Bid Committee (ABC)**

**Held on Thursday 7th December 2023 @ 10.30am**

**Present:** **Cllr A Hall, Cllr C Hall (Chair), Cllr Kirk, Brian Pearce and Tamzin Little**

The Chair welcomed attendees.

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| **Agenda**  **Item** | **Description** |
| 1 | **Confirmation of Committee Members:**  ABC members were confirmed including:   * Brian Pearce * Tamzin Little * Cllr Ron Kirk * Cllr Allison Hall * Cllr Chris Hall   Contact details of the above were shared with ABC members. |
| 2 | **Terms of Reference Approved by Council:**  The Chair clarified the contents of the Terms of Reference (ToR), namely that:   * The ABC legally was a council of Great Ayton Parish Council (GAPC) and not a partnership with members of the community working party; and that, a minimum of three councillors had to be members of the ABC. * The purpose of the ABC was to receive proposals, debate those proposals and to make decisions. Most of the work would be undertaken by a working group (to be determined – agenda item six) within the legal framework available and workstreams (to be determined) within the working group. * The quorum of the ABC would be three, meaning that all three councillors must be present for the ABC to be quorate. * Mr Pearce and Ms Little would legally have the right to speak at ABC meetings but not to vote; and legally, members of the public would not have the right to speak unless invited to do so. * The ABC would be a task and finish committee, meaning that the ABC would be dissolved when the bid for the allotments was either rejected or successful, and no later than end of May 2024. |
| 3 | **Delegated Powers from Council:**  The Chair noted that:   * Members of the ABC would have the authority to enter into discussions with vendors or their agents provided that at least one councillor was party to such discussions. * Some items would need approval from GAPC, meaning that papers would need to be submitted to the Clerk a minimum of one week prior to the Parish Council (PC) meeting. The next GAPC meeting was due to be held 9th January 2024, meaning that papers would need to be submitted no later than 3rd January 2024. * The deadline of the Community Ownership Funding (COF) bid applications for the current funding window was 31st January 2024. * Emergency meetings could be held with the quorum of three. |
| 4 | **Community Ownership Fund (COF) – current status:**  The Chair noted the process for COF applications, namely:   * The first formal step was to complete an Expression of Interest (EOI) via a government online form and to submit this to the appropriate Government body. The EOI would then be evaluated and if approved, the organisation who had filed the EOI would be given the opportunity to submit an application to bid for funding.   + The councillors of the ABC were made aware that an EOI had already been submitted by the Community Working Party and that approval of the EOI had been received on 7th December 2023. Once submitted, an EOI cannot be amended, (however, a new EOI could be resubmitted), and the application of the bid needed to reflect and be consistent with the EOI. Some of the content of the current approved EOI would require approval by the Parish Council.   + **ACTION: Working Group to decide whether to resubmit a new EOI or to develop and submit plans to the PC for elements requiring PC approval.** * It was noted that any COF grants need to be spent within twelve months of approval of the grant. * The financial aspects of fund raising was discussed and how money would be handled. **ACTION: Chair to speak to Clerk re banking arrangements.** * Engagement with the wider community of Great Ayton needs to be demonstrated. * **ACTION: Chair to forward COF process guidelines to all Committee members.** |
| 5 | **Known Critical Dates e.g. COF submission date for current round of 31st January 2024:**  Critical dates identified were:   * **22/12/2023** – ABC Agenda items and supporting papers to be submitted to Clerk. * **2/1/2024** – ABC meeting @7pm in Discovery Centre for approval of COF proposals and supporting papers to put to GAPC and to submit to Clerk. * **3/1/2024** – Submission of COF proposal and supporting papers to Clerk. * **9/1/2024** – GAPC meeting @ 7pm in Discovery Centre for approval of COF application proposal. * **24/1/2024** – ABC meeting @ 7pm in Discovery Centre for approval to submit COF application. * **26/1/2024** – ABC to submit application to COF. * **Mid-day (i.e. noon) on 31/1/2024** – COF submission deadline. |
| 6 | **Establishment of Allotment Bid Working Group and Initial Meeting Date:**  It was **RESOLVED** to form an Allotment Bid Working Group (ABWG), comprising of seven members, including: Cllr C Hall, Cllr A Hall, Ms Little, Mr Pearce plus three members of the community working party. Additional people outside of the working group can be involved and tasked with activities.  The purpose of the ABWG will be to undertake:   * Associated research and preparations. * Appropriate communications. * Drafting of proposals for submission to the ABC. * The drafting of the COF application.   It was noted that the ABWG cannot “make decisions” but can make recommendations to the ABC.  The ABWG will meet on Tuesdays @ 7pm, including:   * 12/12/2023 * 19/12/2023 * 16/1/2024 |
| 7 | **Committee “Ordinary” Meeting Schedule to be Requested from Council:**  It was agreed that the Clerk would be asked to call “Ordinary” ABC meetings on the last Tuesday of each month i.e. one week prior to GAPC meetings, up to the end of May 2024 @ 7pm in the Discovery Centre.  **ACTION: Clerk to call the Ordinary ABC meetings and to arrange suitable meeting locations.** |