



Ashington Town Council
Town Hall, 65 Station Road
Ashington, Northumberland
NE63 8RU

29th May 2025

To All members of the Allotment Liaison Committee

The first meeting of the Allotment Liaison Committee (as revised) will be held on **Thursday 5th May at 5:00pm** in **THE COUNCIL CHAMBER, 65 STATION ROAD, NE63 8RU**.

The agenda for the meeting is set out below, along with associated papers. If you have any questions about any of the items on the agenda, please contact the office.

A handwritten signature in black ink, appearing to read "Sarah Eden".

Sarah Eden
Executive Office/RFO

AGENDA

1. APPOINTMENT OF CHAIR

In accordance with Standing Orders, to appoint a Chair.

2. APOLOGIES FOR ABSENCE

To receive any apologies for absence.

3. ADOPTION OF CODE OF CONDUCT FOR VOLUNTEERS

The Council has established codes of conduct for Councillors and officers. A Code of Conduct for volunteers has been developed to extend this framework to all volunteers working with or on behalf of the Council, including allotment site representatives.

RECOMMENDATION: That the Allotment Liaison Group adopts the Council's Code of Conduct for Volunteers in full as the governing framework for volunteer conduct within the Group (enc)ⁱ

4. ADOPTION OF DATA PROTECTION AND PRIVACY POLICY

The Council adopted its Data Protection and Privacy Policy on 20th May 2025. The Policy applies to all Council activities, including the Allotment Liaison Group. Section 13 states that "everyone who works for, or on behalf of the Council has responsibility for ensuring data is collected, stored, and handled appropriately." This includes handling of contact details, meeting records, and correspondence from allotment representatives.

RECOMMENDATION: That the Allotment Liaison Group adopts the Council's Data Protection and Privacy Policy as the governing framework for all Group data handling activities (enc)ⁱⁱ

5. ADOPTION OF EQUALITY, DIVERSITY AND INCLUSION POLICY

The Council adopted its Equality, Diversity and Inclusion Policy on 20th May 2025. Section 9 of the Policy requires funded groups and those working on behalf of the Council, including Allotment Associations, to comply with equality legislation and demonstrate commitment to equality principles.

RECOMMENDATION: That the Allotment Liaison Group adopts the Council's Equality, Diversity and Inclusion Policy as the governing framework for all Group activities (enc)ⁱⁱⁱ

6. ADOPTION OF SAFEGUARDING POLICY

The Council adopted its Safeguarding Policy on 20th May 2025. The Policy applies to "all staff, councillors, volunteers, and contractors working for or on behalf of the Council" (Section 2), which includes allotment site representatives. Section 6.5 specifically addresses Allotments Management, recognising that regular inspections of allotment sites may involve contact with vulnerable adult tenants.

RECOMMENDATION: That the Allotment Liaison Group adopts the Council's Safeguarding Policy as the governing framework for all Group activities (enc)^{iv}

7. ADOPTION OF WHISTLEBLOWING POLICY

The Council adopted its Whistleblowing Policy on 20th May 2025. The Policy applies to "staff and others working on behalf of the council" (Section 1) and establishes procedures for reporting fraud, misconduct or wrongdoing. Section 3 states that "staff and others working on behalf of the council should be watchful for illegal or unethical conduct and report anything of that nature that they become aware of."

RECOMMENDATION: That the Allotment Liaison Group adopts the Council's Whistleblowing Policy as the governing framework for all Group activities (enc)^v

8. ALLOTMENT RENT REVIEW FOR DIRECTLY MANAGED SITES

To receive the report on proposed rent increases for directly managed allotment sites and gather feedback from site representatives (enc)^{vi} (enc)^{vii}

The report recommends an increase in annual rent from £31 to £35 per plot per year for directly managed sites (Hirst East End, Woodhorn Road, and North Seaton Colliery), to be implemented from next due rent period, with 6 months' notice. Ground rent for self-managed sites would remain at £10 per plot, and Nursery Park would continue at £65 per plot.

Committee Role: To discuss the proposals and provide feedback for consideration by Council's Finance and General Services Committee on 10th June 2025.

9. DATE, TIME AND VENUE FOR THE NEXT MEETING

October - TBA

ENCLOSURES

ⁱ Code of Conduct for Volunteers

ⁱⁱ Data Protection and Privacy Policy

ⁱⁱⁱ Equality, Diversity and Inclusion Policy

^{iv} Safeguarding Policy

^v Whistleblowing Policy

^{vi} Allotment Rent Report

^{vii} Appendix A – Allotment Costs