



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

16th October 2025

To All members of the Allotment Liaison Committee

A meeting of the Allotment Liaison Committee will be held on **Thursday 23rd October 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.

Meetings of the Allotment Liaison Committee are open to the public to attend, in accordance with the Public Bodies (Admissions to Meetings) Act 1960, which grants the public and press the right to attend meetings of a council and its committees except when confidential business is being considered.

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

Sarah Eden
Executive Office/RFO

AGENDA

1. WELCOME BY THE CHAIR

The Chair to open the meeting.

2. APOLOGIES FOR ABSENCE

To receive any apologies for absence.

3. DISCLOSURE OF INTERESTS

To receive any declarations of disclosable pecuniary interests and other interests in items on the agenda as required by the Code of Conduct for Members and by the Localism Act 2011.

4. DISPENSATIONS

To receive and consider any dispensations.

5. REPORT OF THE PREVIOUS MEETING

To receive the report of the meeting held on 5th June 2025 (enc)ⁱ

6. ALLOTMENT CAPITAL WORKS 2026/27 - ASSESSMENT AND PRIORITISATION

To receive capital works proposals from allotment site representatives and to assess these using the Council's Capital Works Assessment Framework, in order to make recommendations to Full Council regarding budget allocation and scheme prioritisation.

Under the Allotments Acts 1908-1950, Ashington Town Council, as the allotment authority, has specific legal obligations regarding the provision and maintenance of allotments. However, the Council must balance these responsibilities against other duties and financial constraints, ensuring that limited resources are allocated where they deliver the greatest benefit and address the most pressing requirements.

Under Section 151 of the Local Government Act 1972 and Section 114 of the Local Government Finance Act 1988, the Clerk as Responsible Financial Officer (RFO) has a statutory duty to ensure the proper administration of the Council's financial affairs and to provide impartial advice on all spending decisions. The RFO owes a fiduciary duty to local taxpayers to ensure public funds are used lawfully, efficiently, and provide value for money. This statutory independence ensures that capital works proposals are assessed objectively against transparent criteria, supporting the Council in making informed decisions that balance competing priorities within available resources.

Recommendations

That the Allotment Liaison Meeting:

- **NOTES** the Council's statutory responsibilities under the Allotments Acts and financial duties under s.151 Local Government Act 1972
- **NOTES** the Capital Works Assessment Framework which will be used to evaluate all proposals objectively (enc)ⁱⁱ
- **RECEIVES** presentations from site representatives on their capital works requirements for 2026/27
- **AGREES** that the Clerk/RFO, supported by the Allotment Officer, will complete assessments of all proposals using the Framework
- **NOTES** that assessment results and recommendations will be shared with all sites and members of the Allotment Liaison Committee, prior to being presented to Full Council for budget determination and final approval of schemes

7. DATE, TIME AND VENUE FOR THE NEXT MEETING

October 2026

ENCLOSURES

ⁱ Report of meeting held on 5th June 2025

ⁱⁱ Capital Works Assessment Framework