

NOTICE OF A MEETING OF HECKINGTON ALLOTMENT MANAGEMENT COMMITTEE

Heckington Allotment Management Committee Meeting to be held in the **Parish Council Chambers, St Andrews Street, Heckington on Thursday 5 February 2026 at 7.30pm.**

AGENDA

1. Chair's Welcome (Safety Announcements)

- a) To receive an update in relation to the defibrillator installation by SHOCK Sleaford.
- b) To note the date of the next allotment inspection.
- c) To receive an update in relation to the front hedge works.
- d) Top field (cars)

2. Public Forum

3. Present

4. Apologies

5. Minutes

- a) To resolve to approve the minutes of the meeting held on 6 November 2025 as a true and accurate record of that meeting.

6. General Matters

- a) To discuss management of the Allotments from 1 April 2026 by the Allotment Association.
 - i) To discuss future maintenance of vacant plots and communal areas.
- b) To discuss invoices and payment deadlines for plot fees for the period 1 April 2026 through to 31 March 2027 and associated penalties for late payments.
- c) To review quotes for stone and plant hire for the roadway and to agree a start date.
- d) To approve the purchase of a 8-yard skip from Forceshift Skip Hire at a cost of £315.00 inclusive of VAT.
- e) To discuss future plans for the allotments including plans for plots A8(2) and A7(2).
- f) To resolve to approve the purchase of a data package for the additional CCTV unit at a cost of £89.90.

7. Finance (Allotment Management Committee)

- a) To note the current bank balance as of 28 January 2026: **£4,353.92**
- b) To review income from the opening of the AMC account between 29 October 2025 and 28 January 2026.

Rental Income	104.00
Deposits	65.00
Insurance	15.00
Admin Fee	5.00
TOTAL	189.00

- c) To review expenditure between 29 October 2025 and 28 January 2026.

Detail	NET	VAT	GROSS
Green barn Timbers	63.75	12.75	76.50
Amazon (SD Card for CCTV)	8.99	1.80	10.79
Service Charges (18 November 2025)	8.50	0.00	8.50
Service Charges (19 December 2025)	8.50	0.00	8.50
Service Charges (19 January 2026)	8.50	0.00	8.50
Wave (Anglian Water)	53.82	0.00	53.82
TOTALS	152.06	14.55	166.61

- d) To note the transfer of £180.00 to the PC account on 11 November 2025 for deposits.
- e) To note the transfer of £115.00 on 29 January 2026 from the PC account to the AMC account for £15.00 for allotment insurance contributions.
- f) To note the transfer of £28.50 on 29 January 2026 from the PC account to the AMC account for a rental payment with insurance paid into the Parish Council account by cheque. *The admin fee has been retained by the Parish Council.*
- g) To look at budgets for the current and forthcoming financial year.
- h) To review how to administer key and plot deposits from 1 April 2026.

8. Finance (Allotment Association)

- a) To note the current bank balance as of 28 January 2026: **£1,331.88**
- b) To review income between 29 October 2025 and 28 January 2026.

Heckington Parish Council Insurances	224.00
Cashback	0.01
Christmas Party Fundraising	151.00
TOTALS	375.01

- c) To review expenditure between 29 October 2025 and 28 January 2026.

Detail	GROSS
Heckington Pharmacy (First Aid Supplies)	3.00
Gardencentre.co.uk (Bench)	102.99
TOTALS	105.99

9. Date and time of the next meeting/s

- a) Allotment Association Meeting
- b) Allotment Committee Meeting

If you require a more detailed version of the agenda, please contact the Clerk. If you would like to attend the Parish Council meeting and have accessibility requirements, please contact the Clerk ahead of time so that reasonable adjustments can be made.