

# *Great Tey Parish Council*

Agenda for the  
Annual Allotment Meeting  
of Great Tey Parish Council  
held at  
Great Tey Village Hall  
dated  
Tuesday 15<sup>th</sup> September  
2026  
at 6.30pm



# *Great Tey Parish Council*

All members of the Great Tey Parish Allotments are hereby invited to attend the Annual Allotment Meeting held at Great Tey Parish Hall on Tuesday 15<sup>th</sup> September 2026 at 6.30pm. Members of the press are welcome to attend.

## Agenda

**Chairman's Welcome and Meeting Notice:** The Chair reminds all present that debate should be conducted respectfully, through the Chair, and in accordance with the Council's Standing Orders. Members of the public are reminded that only the Public Participation item permits public speaking unless otherwise invited by the Chair. For the purpose of assisting with the preparation of the minutes, the meeting will be audio recorded by the Parish Clerk.

1. **Apologies for absence:** Council members are required to forward their apologies to the Clerk ahead of the meeting.
2. **Minutes of 2025 Annual Allotment Meeting to be approved:** To approve the minutes of the Annual Allotment Meeting held in 2025.
3. **Annual Report:** The Allotment Representatives of the Parish Council are to provide a summary of events at the allotment site over the past year.
4. **Allotment Deposit, Updated Tenancy Agreement & Mandatory National Allotment Society Membership Updates:** The Council are to update the allotment tenants of the changes, following the email that was sent by the Parish Clerk.
5. **Updated Allotment Plot Numbers:** The Allotment Plot Numbers are being updated to ensure consistency and your new plot number will be shown on the updated tenancy agreement.
6. **New Tenancy Agreement:** The Council will share the new tenancy agreement with the allotment holders – to be completed and returned to the Parish Clerk or the allotment representatives through the letter box at the Village Hall by 1<sup>st</sup> October 2026.
7. **Open Public Forum:** Members of the public will be invited to raise any concerns, issues or suggestions relating to the allotment site, including any improvements or changes they would like the Parish Council to consider.
8. **Next Meeting:** Tuesday, 19<sup>th</sup> October 2027

Closure

Lynsey Ritchie-Fagg: Parish Clerk & RFO  
30<sup>th</sup> August 2026