

ALLOTMENT COMMITTEE TERMS OF REFERENCE

Reporting to: Stantonbury Parish Council

1. Purpose of Committee:

1. To advise and make recommendations to the Parish Council on any matters affecting the allotments.
2. To recommend to the Parish Council appropriate budget provisions for the current and coming financial years for items within the committee's remit.
3. To consider and make decisions on any matters affecting the allotments with the exception of items clearly excluded under section 2 a & b Delegated Authority.
4. To exercise the powers delegated to the committee on behalf of the Parish Council, as set out in section 2 below.
5. To work with the Allotment Tenants to provide a well managed and cost effective service to allotment users, people on the waiting list and all residents of the Parish.
6. To carry out 8 inspections of the allotments in a 12 month period plus any ad-hoc that are needed by the appointed Parish Ranger.
7. To identify cases where tenancy agreements, policies or rules are not being observed and follow the Allotment Tenancy Agreement Terms and Conditions.

2. Delegated Authority:

- a. For decisions on behalf of the Parish Council:** Concerning the detailed operation and management of the allotments and relationship with individual tenants but excluding final decisions on:-
 - Rents, deposits
 - Major improvements to the site
 - Changes to services effecting all tenants
 - Allocation of plots
 - Water charges, which are the specific responsibility of the tenants
 - Situations where a dispute between the Committee and a tenant has not been resolved by the Committee the Councils Complaints policy is activated
- b. To incur expenditure on behalf of the Parish Council:** on items of a routine and repetitive nature where already provided within the agreed revenue budget and excluding any items incurring capital expenditure and in accordance with Financial Regulations. The RFO's Emergency Power for

Expenditure may be utilised in emergency situations of a maintenance or health and safety nature.

3. Meetings: At least 3 meetings a year at the Parish Office on a weekday evening commencing at 7.00pm on dates to be agreed by the Committee.

- a) Minimum of three Parish Councillors to be in attendance for the meeting to be quorate.
- b) Chairman to be appointed at a full meeting of Stantonbury Council.
- c) The agenda to be prepared by the Clerk in conjunction with the Committee's Chairman and to be displayed no later than three working days before the date of the meeting. An officer will also attend to minute the meeting.
- d) Code of Conduct to be observed at all times (including Declaration of Interest to be made when appropriate).

4. Membership:

4 Councillors (Voting members). Elected annually – normally at the Annual Meeting, but vacancies may be filled following a majority vote of the Full Council. Councillors elected to the Committee must not have a declared interest in the allotments as this would debar them from voting.

Quorum: 3 Councillors

5. Public Participation: Meetings normally open to the public with a Public Participation item for a maximum of 15 minutes before the meeting commences where questions may be asked. A response will be provided in writing within 14 days of the meeting. Members of the public will not be allowed to participate during the meeting and may be requested to leave the meeting when confidential items are being discussed.

6. Working Parties: May be set up for specific time-related tasks as required. Clear guidelines to be agreed in writing by the working party and the Committee, including:

- a) Purpose of the working party
- b) Time scale for objectives to be achieved
- c) Membership
- d) Resources needed and point of contact within the Committee for queries between meetings.

Terms of Reference agreed by: Stantonbury Parish Council September 2020

Signed:

Dated: