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Allotment Committee Terms of Reference

Signed: **C Northwood**
Committee Chair- Stantonbury Parish Council

Date: 20 June 2022

Document History

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Allotment Committee Terms of Reference

Membership:

Four Parish Councillors to be appointed annually at the Annual Council Meeting.

Chair:

The Chair is to be elected annually by the Allotment Committee at their first Meeting following the Annual Council Meeting.

Quorum:

The quorum of the committee shall be 3 members. A Councillor could act as a back-up with voting rights on behalf of another councillor if the quoracy of the meeting was threatened.

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.

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 6 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.
8. To review site inspection reports on a regular basis.

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.

4. Membership:

Councillors elected to the Committee must not have a declared interest in the allotments as this would debar them from voting.