

Document No: ACTOR120623



# Allotment Committee Terms of Reference

Signed: **C. Northwood**  
The Chair of Allotment Committee

Date: 12.06.23

Signed: **L. Morgan**  
The Chair of Stantonbury Parish Council

Date: 19.07.23

## Document History

Created by the Allotment Committee	01.05.2019
Created by Proper Officer	15.06.2022
Reviewed and Signed at Allotment Meeting	20.06.2022
Reviewed and Signed at Main Meeting	20.07.2022
Reviewed and amended by The Clerk	22.05.2023
Reviewed and signed by Allotment committee	12.06.2023
Agreed and signed at Main Meeting	19.07.2023

### **Purpose**

The purpose of the Allotment Committee will be to ensure they are kept up to date with current legislations in regard to allotment "Small Holding and Allotments Act 1908" and to help contribute to the health and well-being of Stantonbury Parish Council Allotment Tenants.

### **Quorum:**

5 Parish Councillors to be appointed annually at the Annual Council Meeting. The quoracy of the Committee shall be no less than 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.

### **Chair:**

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

### **Meetings:**

At least 4 meetings a year at the Parish Council Office on a weekday evening commencing at 7.00pm on dates agreed by the Committee or as requested as per the Chair of the Committee.

### **Duties:**

- To advise and make recommendations to the Parish Council on any matters affecting the allotments.
- The Committee will discuss requests made by tenants to place poly tunnels or structures to individual allotment plots.
- The Committee to ensure the allotment ground maintenance, boundary fences, hedges and gates are kept in good order.
- To review the allotment rules in the terms and conditions and recommend any amendments to Full Council.
- To recommend to Full Council the appropriate budget provisions for the current and coming financial years for items within the Committee's remit.
- 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.
- To ensure at least 6 inspections of the allotments in a 12 month period plus any ad-hoc that are needed by the appointed Parish Ranger.
- The Committee to be sent site inspection reports on a regular basis.
- To identify cases where tenancy agreements, policies or rules are not being observed and consider action plan which could lead to termination of tenancy.

### **Delegated Authority:**

- a) Committee to make 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:
  - Major changes to services effecting ALL tenants.
  - Situations where a dispute between the Committee and a tenant(s) has not been resolved by the Committee and the Councils Complaints policy is activated.

**b) Expenditure:**

Committee is authorised to spend up to £5,000.

**c) Income:**

Committee to make recommendations to council on:

- Rents,
- Deposits,
- Water Charges (specified responsibility of the tenants)

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.

**Membership requirements:**

- a) Councillors elected to the Committee must not have a declared interest in the allotments as this would debar them from voting.
  
- b) All members of the Committee are to take relevant training.

Councillors wishing to resign from a committee must do so by notifying the Clerk.