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Allotment Committee Terms of Reference

Signed: **K. Smith**
The Chair of Full Council

Date: **22.05.2024**

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Allotment Committee Terms of Reference

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 councillor¹.

Chair:

The Chair is to be elected annually by the Allotment Committee members at the Annual Council Meeting. If the Chair of the committee is absent from a meeting a councillor as chosen by the councillors present at the meeting shall preside at the meeting².

Meetings:

Minimum of 3 meetings a year at the parish council office on a weekday evening commencing at 7.00pm on dates agreed by the council ³. The Chair of the committee may convene an extraordinary meeting at any time ⁴.

Duties:

- To advise and make recommendations to the parish council on any matters affecting the allotments.
- 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.
- With regards to the forecast, the committee shall formulate and submit proposals for the following financial year to the council not later than end of November each year including any proposals for revising the forecast.
- 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.
- Committee to build a closer relationship with the Allotment tenants.

¹ Standing Order 4.d.v

² Standing Order 4.d.vi

³ Standing Order 4.d.ii

⁴ Standing Order 6.c

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)

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.