# Terms of Reference – Allotment Committee.

Members shall comprise of five Parish Councillors who will be appointed each year at the Annual Parish Council meeting.

Quorum for the Allotment Committee shall be three members with one officer in attendance. The officer is the Parish Clerk who will minute the meetings.

The Chair and Vice Chair of the Allotment Committee shall be decided by the Chair of the Parish Council.

The Allotment Committee shall meet at least once a year and then as and when required.

The agenda is to be prepared by the Clerk in conjunction with the committee Chair and will be displayed no later than three working days before the date of the meeting.

## Purpose.

1. Advise and make recommendations to the Parish Council on any matters affecting the allotments.
2. Recommend to the Parish Council’s Finance Committee an appropriate budget provision for, the current and coming financial years, for items within the committees remit.
3. To consider and make decisions on any matter affecting the allotment within the exception of items clearly excluded under section 2 below.
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 the allotment users, people on the waiting list and all residents of the Parish.
6. To carry out inspections of the allotments.
7. To identify cases where tenancy agreements, policies or rules are not being adhered to and to then follow the procedure for non-compliance.

## Delegated Authority.

### For Decisions on Behalf of the Parish Council.

Concerning the detailed operation and management of the allotments and relationships with individual tenants, but excludes final decisions on:

* Rent
* Major improvements to the site
* Changes to services affecting all tenants.
* Situations where a dispute between the committee and a tenant has not been resolved by the committee and the Councils complaints policy is activated.

### To Incur expenditure on Behalf of the Parish Council.

On items of a routine and repetitive nature, which have already been accounted for within the agreed budget or were a previous minuted decision of the Council whilst being in accordance with the Financial Regulations. The Clerks emergency power for expenditure may be utilised in emergency situations of a maintenance or a Health and Safety nature.

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