

## **Allotments Committee**

### **Terms of Reference**

Document Adopted: 28 January 2020

Reviewed: 12 May 2025

Due for Review: Annually

#### **1. Membership of the Committee**

- a) The Committee shall comprise five members; at least one being a Parish Councillor. Only Parish Councillors can be substituted (because of requirements to be quorate).
- b) Membership of the Committee shall be reviewed at the Annual Meeting of the Council. c) The Committee shall be subject to a quorum of three members.

#### **2. Chairman**

- a) The Committee shall elect a chairman annually at the first meeting of the Committee after the Annual Meeting of the Council.

#### **3. Conduct of Meetings**

- a) All meetings of the Committee shall be convened in accordance with the Council's standing orders. Item 15 2 4.

#### **4. Powers of the Committee**

- a) The Committee will not approve expenditure. All financial decisions shall be referred to the Council for consideration.
- b) The Committee shall be empowered to act on behalf of the Parish Council in respect of:
- Identifying all actions required to provide allotments within the Parish
  - Identifying funding and grants to support their work;
  - Carrying out actions required to provide allotments within the Parish
  - Drafting of the tenancy agreement and fees when the Allotments are operational.
  - Setting out the rules and use of allotments on behalf of the Parish Council.
  - Identify risks and report to the Parish Council.

#### **5. Responsibilities and Areas of Operation of the Committee**

- a) To identify actions and carry out actions to provide allotments.
- b) To draft the necessary documents including tenancy agreements, fees, allocation policy and rules of using the allotments.
- c) Report to the Parish Council for any funding requirements.
- d) Identify and liaise with other bodies for funding and grants.
- e) Provide periodic update reports to the Parish Council.

f) To ensure the Council complies with all legislative requirements relating to the provision of allotments.

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