

HANSLOPE PARISH COUNCIL

ALLOTMENT COMMITTEE

TERMS OF REFERENCE

1. The committee term of office shall be 4 years, to coincide with the Parish Council term. This does not preclude members re-standing. New members may be sought throughout the year, where there are vacancies.
2. The Committee shall appoint a Chairman and Vice Chairman at the inaugural meeting (January 2021), and following this, annually in May (proposed at April meeting).
3. In the event of the Chairman`s absence the Vice Chair shall lead the meeting.
4. The committee shall comprise a maximum of 7 members and there should be a balance of allotment holder to non-allotment holders.
5. Each meeting requires a quorum of 3 Members. The quorum must contain a minimum of 1 serving parish councillor.
6. The Committee shall operate in accordance with Local Government Law and in accordance with the Parish Council`s Standing Orders, Financial Regulations and Policies.
7. A member of the committee shall make a report to Full Council at the next Parish Council meeting following an Allotment Committee meeting.
8. Draft minutes shall be sent to all members before the next Full Council meeting.
9. Committee members who are not parish councillors shall be required to sign up to the council`s Code of Conduct.

PURPOSE OF COMMITTEE:

- a) To consider and make decisions on any matters affecting the allotments except for items clearly excluded under ‘Delegated Authority’ below.
- b) To recommend to the Parish Council appropriate budget provisions for the current and coming financial years for items within the committee`s remit.
- c) To exercise the powers delegated to the committee on behalf of the Parish Council, as set out in section 7.
- d) To make recommendations on an annual basis (no later than 1st April) to the Parish Council of any increase in tenancy fees.
- e) To approve or comment upon actions taken and reported by the Parish Clerk on allotment matters.

- f) To carry out the annual Risk Assessment and bring to the attention of the Parish Council any identified health and safety risks.
- g) To manage allocation of allotments, including maintaining the waiting list in a strict chronological order, carrying out site visits with prospective tenants to identify size of plot required.
- h) To identify cases where tenancy agreements, policies or rules are not being observed and follow procedure for non-compliance.

DELEGATED AUTHORITY:

- a) The Allotments Committee has the delegated power to make decisions on behalf of the Parish Council concerning the operation and management of the allotments and relationships with individual tenants but excluding final decisions on:-
 - Rents.
 - Major improvements or material changes to the site.
 - Situations where a dispute between the Committee and a tenant has not been resolved
by the Committee and the Council's Complaints Policy is activated.
- b) The Allotments Committee has the delegated power to incur expenditure on behalf of the Parish Council on items of a routine and repetitive nature, where the Committee has already been provided with the agreed revenue budget, in accordance with Financial Regulations, but excluding any items of capital expenditure. The Clerk's emergency Power of Expenditure may be utilised in emergency situations from a maintenance or health and safety nature.

MEETINGS:

- a) There shall be at least 3 meetings a year, following the inspections in April, July, and September.
- b) Agenda to be prepared by the Clerk in conjunction with the Committee's Chairman and to be displayed no later than three working days before the date of the meeting.

WORKING PARTIES:

These may be set up for specific time-limited tasks as required. Clear guidelines to be agreed in writing by the working party and the Committee, including:

- i. Purpose of working party.
- ii. Time scale for objectives to be achieved.
- iii. Membership.
- iv. Resources needed and point of contact within the Committee for queries between meetings.
- v. Risk assessment to be undertaken by working party.