

## **ALLOTMENTS COMMITTEE - TERMS OF REFERENCE**

**REPORTING TO:** The Town Council

### **PURPOSE OF COMMITTEE:**

1. To consider and make recommendations for the Council's approval on all matters concerning the administration of the allotments and to work with the Allotment Association Management Team (AAMT) to provide a well-managed and cost-effective service to allotment users.  
(The Chairman of the Association will meet the Town Clerk on a quarterly basis to provide a progress report on maintenance and put forward any plans/proposals, and discuss any issues which may have arisen. Any proposals or any matters of an urgent nature will be reported to the Full Council).
2. To make decisions on those matters where the Town Council has delegated the authority to the committee to do so (see below)
3. To monitor and review the budget position for the allotments, in consultation with the Allotments Association, making recommendations to the Council where appropriate

### **DELEGATED AUTHORITY:**

#### **1. FOR DECISIONS ON BEHALF OF THE COUNCIL:**

concerning the detailed operation and management of relationships with individual tenants and make recommendations on:-

- rents, deposits and water charges
- major changes to the site
- changes to services affecting all tenants

**MEETINGS:** Annual meeting at the Guild Hall, with on-site pre-budget setting meeting to inspect the on-going maintenance and discuss ideas for capital projects

**MEMBERSHIP:** Maximum of 6 Councillors, currently being Cllrs. Allen, Goddard, R. Jones, Sweeney and Wood-Brignall with the Town Mayor ex-officio.

*(Note: in order to avoid the possibility of conflicts of interests, Councillors who serve on the Allotments Committee should not be an allotment tenant or a member of the association or the partner of a tenant or member.*

**QUORUM: Three Councillors**

### **OFFICERS OF THE ALLOTMENTS ASSOCIATION:-**

- will be invited to attend meetings
- agendas will include a report from the AAMT
- the Chairman will/may adjourn the meeting to allow them to contribute to the debate on items on the agenda.
- the AAMT will provide a financial and progress report to the Annual Town and Parish Meeting

**TERMS OF REFERENCE APPROVED BY THE TOWN COUNCIL ON 07.10.13**