

## Terms of Reference – Allotments Committee

### 1. Membership

1. The Allotments Committee is composed of five members of the Parish Council, the Parish Clerk in a supporting capacity, the Groundsman in an advisory capacity and two non-voting Allotments Representatives.
2. The Chairman and Vice Chairman of the Council are ex officio members of this committee and have voting rights as per Standing Orders.

### 2. Purpose of the committee

To undertake oversight of all aspects of the Parish Council allotments. The Allotment Committee will take into account the output of all existing Parish Council Working Groups; other groups may be convened by the Parish Council as required.

### 3. Aims and objectives

- To oversee management, maintenance and administration of Parish Council allotments.
- To liaise with the tenants' elected Allotments Representatives (maximum of four) and with allotment holders. Elected representatives will serve three year terms and are eligible to stand for re-election.
- To annually review the Tenancy Terms and Conditions Agreement. Any changes to be agreed with the Facilities Management Committee. Parish Clerk to inform tenants.
- Rental amendments to be submitted to Finance and General Purposes Committee, via the Facilities Management Committee, by February each year to allow inclusion in annual budget discussions. Rent increases to take effect in April of the same year. Parish Clerk to inform tenants.
- The allotments to be inspected four times a year by members of the Allotment Committee checking conditions of the plots.
- To maintain a schedule of all the plot holders and any vacant plots (devolved to Parish Clerk).
- To maintain a waiting list of potential tenants in strict chronological order (devolved to Parish Clerk).
- To annually organise a produce show in conjunction with the allotment plot holders, when appropriate.
- To liaise with the Parish Clerk regarding the Groundsman's maintenance plans for the allotments.
- To ensure that Health & Safety notices are in place.
- To carry out risk assessments in areas of the Parish Council allotments in conjunction with the overall Parish Risk Assessment Plan.

### 4. Meeting arrangements and frequency

- a. Meetings will be held at least four times a year, plus an annual rent collection meeting if deemed desirable. The calendar will be agreed at the first meeting of the committee and published on the Parish Council website. Election of the committee Chairman and Vice Chairman will be the first business of the initial committee meeting.

- b. Standing orders on rules of debate and on interests of members in contracts or other matters shall apply.**

#### **5. Quorum**

**Three committee members are required for decision-making purposes. In the absence of the elected Chairman a member must be elected to chair the meeting.**

#### **6. Reporting and accountability**

- a. The committee is a standing committee of the Parish Council and as such will publish agendas and minutes of its meetings.**
- b. The Chairman of the committee is expected to produce the agenda for each meeting, at a minimum of five working days before each meeting, following the official Parish Council numbering format.**
- c. The Parish Clerk or other appropriate officer will record meetings and circulate the draft minutes within five working days of each committee meeting.**
- d. The Committee will refer matters to the Parish Council which are outside of its Terms of Reference together with any recommendations.**

#### **7. Review arrangements**

**The committee will be a standing committee of the Parish Council. The appointment of the committee will be considered at the Annual Parish Meeting who may decide to alter or dissolve the committee as required.**

Adopted by Prestbury Parish Council on 12 July 2021

*Changed membership from 3 to 5 in line with other PPC committee - Full Parish Council meeting on 12 July 2021*