

ANSTON PARISH COUNCIL

ALLOTMENTS COMMITTEE

TERMS OF REFERENCE

Purpose of Committee

- To advise and make recommendations to the Parish Council on any matters affecting the allotments.
- To recommend to the Parish Council appropriate budget provisions for the current and coming financial years for items within the committee's remit.
- To consider and make decisions on any matters affecting the allotments with the exception of items clearly excluded under the section on Delegated Authority below.
- To exercise the powers delegated to the committee on behalf of the Parish Council, as set out in the section below.
- To work with the Allotment Tenants to provide a well-managed and cost effective service to allotment users, people on the waiting list and all residents of the Parish.
- To carry out four inspections of the allotments in a 12-month period during the months of November, February, May and September.
- To support fund raising activities.
- To identify cases where tenancy agreements, policies or rules are not being observed and follow procedure on non-compliance.

Delegated Authority

- **For decisions on behalf of the Parish Council:**

Concerning the detailed operation and management of the allotments and relationship with individual tenants but excluding final decisions on: -

- Rents, deposits
- Major improvements to the site
- Changes to services effecting all tenants
- Allocation of plots
- Water charges, which are the specific responsibility of the tenants
- Situations where a dispute between 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 where already provided within the agreed revenue budget and excluding any items incurring capital expenditure and in accordance with Financial Regulations. The Clerk's delegated powers may be utilised in emergency situations of a maintenance or health and safety nature.

Meetings

The Committee will meet at least four times a year. In addition, upon request of the Committee Chairman, the Clerk will call additional meetings of the Committee as and when necessary. Members will be summoned to attend meetings which will be held in a public place and public notice of the meeting shall be given in accordance with Schedule 12, Para 10(2) of the Local Government Act 1972. The meeting venue shall be the Parish Hall at 15a Ryton Road, North Anston.

Membership and Voting

- The Committee will be composed of five elected members who will be elected each year at the Annual Meeting of the Parish Council.
- At its first meeting following the Annual Meeting of the Parish Council, the Committee shall elect a chairman.
- The chairman will have an ordinary vote and a casting vote and may use the latter although he or she is not obliged to use it.
- In addition to the elected members of the Committee the Committee may recommend individuals to the full Council for appointment as non-voting members of the Committee

Quorum

The quorum of the Committee will be three elected members.

Documentation

Minutes of all meetings will be taken by the Clerk and circulated to all members of the Committee and approved by the next meeting of the Council. They will also be circulated to all members of the Council for their information.

Terms of reference agreed at a meeting of Anston Parish Council held on 17th September 2018.