

DEBENHAM PARISH COUNCIL- ALLOTMENTS COMMITTEE

TERMS OF REFERENCE

REPORTING TO: Debenham Parish Council

APPOINTMENT: Annually at the Annual Parish Council Meeting (for Parish Council members) and throughout the year via co-option for council and non-council members.

1. PURPOSE OF COMMITTEE:

- a) To consider and make decisions on any matters affecting the allotments with the exception of items clearly excluded under points 2 a) and 2 b).
- 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 2.
- d) To make recommendations on an annual basis (no later than July) 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 allotments matters.
- f) To work with the Allotments Association (DALG) and allotment tenants in order to provide a well managed and effective service to allotment users.
- g) To carry out monthly inspections of the Allotments (during week 4).
- h) To carry out the annual Risk Assessment and bring to the attention of the Parish Council any identified health and safety risks.
- i) To support fund raising activities.
- j) To manage all aspects of allocating allotments, including maintaining the waiting list in a strict chronological order, carrying out site visits with prospective tenants in order to identify size of plot required and ensure correct measurements of plots prior to start of tenancy agreements; To take photographic evidence of the state of plots at the start of tenancy agreements (filed by the Clerk).
- k) To identify and report to full Council the need for additional allotment space and make recommendations on ways to acquire such extra space.
- l) To identify cases where tenancy agreements, policies or rules are not being observed and follow procedure for non-compliance.

2. DELEGATED AUTHORITY:

a) The Allotments Committee has the delegated power to make decisions on behalf of the Parish Council concerning the detailed operation and management of the allotments and relationships with individual tenants but **excluding** final decisions on:-

- rents and deposits.
- 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.

3. MEETINGS: Minimum of four meetings per year and according to current legislation.

- a) Minimum of three Parish Councillors to be in attendance for the meeting to be quorate.
- b) Chairman to be elected at the first Committee meeting following the Annual Parish Council Meeting.
- c) 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.
- d) Notes from the meeting to be circulated to the next Parish Council Meeting (wherever possible) and formally approved at the following Committee meeting.
- e) Code of Conduct to be observed at all times (including Declarations of Interest to me made when appropriate).

4. MEMBERSHIP:

- a) Voting Members: Three Councillors appointed annually at the annual meeting of the Parish Council, a maximum of three co-opted non- Councillors and a maximum of five non-voting members.

- b) Non-Voting Members: - Any member with a Declaration of a Pecuniary Interest. Such members will be asked to leave the room before discussion begins.

5. WORKING PARTIES: 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:

- a) purpose of working party.
- b) time scale for objectives to be achieved.
- c) membership.
- d) resources needed and point of contact within the Committee for queries between meetings.
- e) Risk assessment-copy to be given to working party.

The Allotment Committee Terms of Reference were adopted on _____
To be reviewed June 2014

Chairman: _____