

## **Watlington Parish Council Allotments Sub-Committee**

### **Terms of Reference**

#### **Membership**

The Allotment Sub-Committee will comprise of a minimum of two members of Council (one of whom must not have an Allotment at Pyrton Fields) and a minimum of four non-Councillor allotment holders who shall be co-opted up to a maximum of eight. Members will be appointed by the Operations Committee. A Chair and Vice-Chair of the committee shall be elected annually from among its members.

As the Allotments Sub-Committee manages land on behalf of the council, all members shall have voting rights.

#### **Quorum**

A quorum for this sub-committee shall be five members including one Councillor member.

#### **Reporting**

The sub-committee will consider all matters referred to it by the Council and will make recommendations to Operations Committee for approval.

#### **Meetings**

The sub-committee shall meet at a minimum of twice annually, frequency to be decided by the committee.

Working groups shall be formed as required. Membership of these working groups may comprise any number of councillors and/or non-councillors. Working groups shall have specific, time-bound remits with relevant, achievable and measurable outcomes. Working groups shall meet as often as required.

#### **Responsibilities**

The purpose of the sub-committee is to manage the day-to-day running of the Pyrton Field, Watlington Allotments on behalf of the parish council (the landowner). The main duties of the sub-committee are:

- To submit a budget to the Operations Committee for the forthcoming financial year at the appropriate meeting in November
- To review and recommend all the charges and fees relating to the allotment site
- To oversee the management, maintenance, upkeep and improvement of the allotment site, work to ensure that allotment plots are maintained to a high standard and to maximise the occupancy of the allotment site
- To develop, oversee and promote projects that relate to the upgrading and improvement of the allotment site
- To be responsible for monitoring the terms laid out as part of allotment tenancy agreements
- To consider applications for development of allotment plots in a timely manner. Emergency applications made to the Chair of the committee may be determined via email.
- To be responsible for implementing the Parish Council's Health & Safety Policy on the allotment fields and review the Allotment risk assessment at least annually

### **Delegated Authority**

The Allotment Sub-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 to the site; and
- 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.

The Allotments Sub-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. The Clerk's emergency Power of Expenditure may be utilised in emergency situations from a maintenance or health and safety nature.

### **External Liaisons**

- None proposed at present