



# Kingshurst Parish Council

The Library, Marston Drive, Kingshurst, Birmingham, B37 6BA

Clerk to the Council: Paula Coyle

Telephone : 07865294345

Email : [kingshurstparishcouncil@gmail.com](mailto:kingshurstparishcouncil@gmail.com)

Website : [www.kingshurstparishcouncil.org.uk](http://www.kingshurstparishcouncil.org.uk)

## Allotment Committee

### TERMS OF REFERENCE

#### **Purpose**

- To work together for mutual benefit.
- To maintain standards.
- To demonstrate transparency.
- To form a pro-active collaboration.
- To consult on matters as and when necessary.

The Allotment committee is to be formed of no more than three members from the Parish Council and at least 1 member from the Plot holders.

**The appointment of the members to this committee is decided at the annual Parish Meeting**

The Chair and Vice Chair of Kingshurst Parish Council shall be ex officio members of the Committee if not otherwise members in accordance with the preceding provision and are entitled to vote.

1. The Committee will appoint a Chairman and Vice Chairman at the first meeting following the Annual Meeting of the Council in May each year.
2. In the event of the Chairman`s absence the Vice Chair will lead the meeting.
3. Each meeting requires a quorum of 3 Members.

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

4. The Committee will operate in accordance with Local Government Law and in accordance with the Parish Council's Standing Orders.

5. The Chairman will make a report to Full Council at the next Parish meeting succeeding an Allotment Committee meeting.

#### **6. Purpose of a Committee:**

To consider and make decisions on any matters affecting the allotments with the exception of items clearly excluded under points 7 a) and 7 b).

To oversee the management, maintenance, upkeep and improvement of the allotment site,

To recommend to the Parish Council appropriate budget provisions for the current and coming financial years for items within the committee's remit.

To exercise the powers delegated to the committee on behalf of the Parish Council, as set out in section 7

To make recommendations on an annual basis (no later than December) to the Parish Council of any increase in tenancy fees.

To approve or comment upon actions taken and reported by the Parish Clerk on allotment matters.

To carry out the annual Risk Assessment and bring to the attention of the Parish Council any identified health and safety risks.

Maintaining the waiting list in a strict chronological order, carrying out site visits.

To identify cases where tenancy agreements, policies or rules are not being observed and follow procedure for non-compliance. Work to ensure that allotment plots are maintained to a high standard and to maximise the occupancy of the allotment

To develop, oversee and promote projects that relate to the upgrading and improvement of the allotment site

## **7. Delegated authority:**

Decisions made by the Committee may be implemented without reference to Full Council for approval, subject to those decisions being within the delegated powers of the Committee and which do not involve matters where only the Full Council can make the decision (see paragraph below).

The Chair of the Committee, in discussion with other councilors, may voluntarily refer any matter to Full Council for approval if it is considered appropriate

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. Setting/revision of the Allotment Rules
- Deciding and adjudication on all matters relating to tenancies including non-cultivation issues, play equipment, buildings, beekeeping etc.
- Liaison with neighbours.
- 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.

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.

## **8. Meetings:**

There will be at least four meetings a year.

Representatives and plot holders from allotment site shall be invited as required

Agenda to be prepared by the Clerk in conjunction with the Committee's Chairman and to be displayed at the allotment no later than three working days before the date of the meeting.

**9. Working parties:**

These 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 a 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) In respect of self-managed sites, to monitor compliance with Trustee Agreements and to arrange for the necessary action to be taken to address non-compliance.

**10.** Draft minutes will be sent to all Councillors before the next Full Council meeting.

**11.** The Terms of Reference will be reviewed annually

Date 16th June 22

The Terms of Reference were ratified at a Allotment meeting of kingshurst Parish Council held on .....