

Allotment Committee Terms of Reference

V1.0 20/8/20

1 Purpose

The purpose of the Allotments Committee (AC) is to act on behalf of Rooksdown Parish Council (RPC) in matters concerning the use and maintenance of the allotments owned and/or managed by RPC.

These Terms of Reference are subject to approval by RPC.

2 Membership

Members are appointed by RPC. At its meeting on 27 July 2020 the council appointed the following as members:

- Cllr Norman Morris
- Cllr Scott Mason
- Cllr Paul Mahoney
- Cllr Paul Lovett
- Cllr Dan Harris

Members are appointed until the next Annual Meeting of the Council. If necessary RPC will from time to time appoint additional or substitute members to the committee.

3 Chairman

Cllr Morris was appointed to be the Chairman by RPC at its meeting on 27 July 2020.

4 Meetings

Meetings will be held as deemed necessary by the members of the AC or by RPC, subject to RPC's Standing Orders. They will be advertised as required by law and will be open to press and public.

5 Quorum

The quorum for the committee shall be as set by Standing Orders, ie half the number of members or 3 members (including substitutes if appointed), whichever shall be greater.

6 Minutes

The Clerk will take and distribute minutes. If the Clerk is not present another member of the committee shall take the minutes.

Minutes will be approved at the next meeting of the AC, or submitted to RPC for approval if no meeting of the AC shall be scheduled within 9 weeks of the meeting to which the minutes refer. If not already approved and published, draft minutes shall be published within 5 weeks of the meeting to which they refer.

7 Reporting

The chairman of the committee or other designated representative shall report proceedings to the next RPC meeting.

8 Scope

The AC shall have delegated powers to decide on all matters relating to the allotments including:

- Expenditure of amounts up to the budget agreed for such matters up to a maximum of £5000
- Setting/revision of the Allotment Rules
- Deciding and adjudication on all matters relating to tenancies including non-cultivation issues, play equipment, buildings, bee keeping etc.
- Liaison with neighbours.

and such other specific matters as shall be decided by RPC.

Martin Whittaker

Clerk and RFO