

Terms of Reference of Charlton Kings Parish Council committees

Allotments standing committee

Approved by Council Minute 148/18/19 - Full Council 26th November 2018

Purpose

The Allotments committee oversees the financing and management of the Parish Council's allotments and ensures adherence to the Council's policies on allotments.

In particular it will:

- i. Oversee the management of the Parish Council's allotments, ensuring that defined standards are maintained.
- ii. Annually review its forecast of revenue and capital receipts, and costs.
- iii. Develop a costed, forward-looking improvement programme to meet policy objectives and to respond to local need.
- iv. Implement the committee's annual action plan.
- v. Maintain links with the Cheltenham Borough Council allotments officer and other allotment providers in Cheltenham.
- vi. Promote good gardening practice within the allotment community, holding an annual competition and an awards evening.

Duties and Powers

The allotments committee will:

- i. Agree an annual Action Plan of projects and activities, and manage their execution within the overall budget agreed for the year.
- ii. Oversee the letting of the Parish Council's allotment stock to ensure efficient use of available land and equity of approach towards potential tenants.
- iii. Determine and monitor the appropriate standards of cultivation required from allotment tenants.
- iv. Prepare budget proposals for maintenance costs and capital expenditure each year and submit to the Finance and General Purposes committee by December.
- v. Identify potential revenue streams and appropriate allotment charges to the Finance and General Purposes committee, balancing the need to ensure the viability of the allotment asset while providing residents with a cost-effective means of growing their own produce.
- vi. Communicate with the media on areas of the Allotments committee's competence. The chair is authorised to speak for the committee in accordance with instructions set out in the Council's Communications Strategy, but on high profile or sensitive issues, will agree lines to take with the chair of the Parish Council.
- vii. Authorise correspondence that will not in itself result in Council expenditure or bind the Council to any course of action except for that already provided for in the annual budget or under resolution of the Council.

Membership

- i. The membership of the Allotments Committee is a minimum of four members.
- ii. The Annual Meeting of the Parish Council will approve the membership of the committee and elect the chair. A vice-chair will be elected at the first meeting of the committee following the Annual Meeting of Council.
- iii. Ideally, a member will not hold the Chair for more than three consecutive years.

Meetings

- i. The committee will meet three times a year. Additional meetings may be called when required.
- ii. The quorum is one third of the committee membership rounded up, subject to a minimum of three members, which must include the chair or vice-chair. In the absence of a properly constituted quorum for a planned meeting, the committee should re-convene at the earliest available opportunity.
- iii. A provisional schedule of meetings for the municipal year will be agreed at the Annual Meeting of Council in May.
- iv. Extra-ordinary meetings of the committee will be convened by the Clerk at not less than three clear days' notice.

Standing Orders

- i. The Clerk will distribute the agenda for each meeting to all committee members at least three clear days in advance of the meeting.
- ii. All meetings will be minuted by the Clerk or a substitute.
- iii. Minutes will be circulated to committee members normally within one week, and no later than within fourteen days of the meeting and before distribution to the full Council.
- iv. Committee members should verify the accuracy of the minutes in advance of the distribution of such minutes to the full Council. Any amendments are to be notified to the Clerk within three days of receipt.
- v. Only Councillors who are properly appointed members of the committee will vote on issues within its assigned terms of reference.
- vi. Where there is equality in a vote, which cannot be resolved in committee, the chair will have a casting vote.
- vii. The committee will adhere to the Nolan Principles on standards in public life in everything it does.

Document No.	Document Name	Date of Last Review	Date Adopted	Date of Next Revision	Notes
3a	Terms of Reference – Allotments Committee	November 2018	Full Council Meeting – 26 th November 2018 (Minute 148/18/19)	May 2019?	

