

# Allotment Sub- Committee

## Terms of Reference

### **Committee Terms of Reference Adopted 25 October 2012 Min 2720-12**

#### **Status**

The Allotment Sub- Committee reports to Maintenance Committee.

#### **Membership**

The Committee shall consist of five councillors and four allotment representatives (one for each field). Three councillors must be present to ensure that the meeting is quorate.

#### **Co-Option**

The Committee has the power of co-option.

#### **Procedures**

1. The Committee will operate within Wheathampstead Parish Council Standing Orders, Financial Regulations and Local Government Law.
2. At the Annual Parish Council Meeting the Parish Council shall elect a chairman and vice chairman for this Committee, if considered appropriate, for the forthcoming year from amongst its appointed membership. The Chairman and Vice Chairman may be re-elected.
3. The Committee will submit all its minutes of meetings for ratification to the next appropriate meeting of Wheathampstead Parish Council Maintenance Committee.
4. The Committee will submit a budget to the Finance Committee to the Council for the forthcoming financial year at the appropriate meeting in November.
5. The Deputy Parish Clerk will provide administrative support for the Committee.

#### **Meeting Dates**

The Sub- Committee will meet four times a year at times determined by the Sub-Committee and publicised in advance in accordance with Standing Order 1.

#### **Aims and Objectives**

1. Recommend all the charges and fees relating to the Glebe, Hitchens, Baxendale and Folly Allotment sites
2. Oversee the management, maintenance, upkeep and improvement of the four allotment sites, work to ensure that allotment plots are maintained to a high standard and to maximise the occupancy of plots that can be worked.
3. Develop, oversee and promote projects that relate to the upgrading and improvement of the Allotments in Wheathampstead.
4. Be responsible for monitoring the terms laid out as part of Allotment leases.
5. Be responsible for implementing the Parish Council's Health & Safety Policy on the allotment fields.
6. Work in partnership with all the appropriate funding bodies to help provide, improve and upgrade Allotments facilities for the benefit of the Parish.
7. Work in partnership with the Police and Community Officers to help alleviate anti-social behaviour and vandalism in the allotment sites.
8. Investigate ways of increasing recycling opportunities within the allotment sites.
9. Actively promote all the environmental aspects and benefits of the allotments in the Parish.
10. Actively liaise with the relevant departments of St Albans District Council where necessary in matters relating to allotment policy and best practice and, where necessary, recommend changes to Council.

**Budget**

Wheathampstead Parish Council has budgeted £5760 to the Allotments Committee in 2012/13. The Clerk, in consultation with the Chairman and Vice Chairman who are members of the Committee, has delegated powers to purchase goods and services up to and including £500 to deliver maintenance work as needed so long as these are within the budget..

**Reporting**

Minutes of each meeting will be taken and submitted by the Clerk and ratified by Maintenance Committee.

**Success Criteria**

- Maintenance of field plans for all allotment sites.
- Maximum occupancy of allotment plots, with crop cultivation and maintenance to a high standard consistent with the lease.
- Proactive approach to inactive plots to ensure that they are re-let quickly when appropriate.