

Kelvedon Parish Council

ALLOTMENT COMMITTEE TERMS OF REFERENCE

1. Constitution

These Terms of Reference were approved by the Allotment Committee of Kelvedon Parish Council at a meeting held on 11 December 2018 and subsequently endorsed by a resolution of Kelvedon Parish Council at a meeting held on 8 January 2019.

2. Purpose

The purpose of the Allotment Committee is to:

- Oversee the general management of the allotments.
- Oversee the activities of the Stoney Flint Allotment Association.
- To be the final point of dispute resolution, following referral of any issues not resolved by the Stoney Flint Allotment Association.
- Authorise expenditure as set down in point 10 of this document.

3. Membership

The Committee shall consist of five Parish Councillors, and up to four non-councillors (one of whom must be the Chair of the Stoney Flint Allotment Association), or other such number as the Committee decides.

The Chair and Vice Chair of Kelvedon 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.

At the first meeting of the Committee following the Annual Parish Council Meeting of Kelvedon Parish Council, the Committee shall elect a Chair and Vice Chair, from the Parish Councillors on the Committee, for the coming year.

Meetings shall be chaired by the Chair of the Committee or, in their absence, the Vice Chair. In the absence of both the Chair and Vice Chair, the members present at a meeting shall elect one of their number of Parish Councillors to act as chair of that particular meeting only.

The meetings shall be clerked by the Clerk to Kelvedon Parish Council, or the Clerk's Assistant, in their absence.

4. Quorum

The quorum necessary for the transaction of business shall be three members of the Committee. A duly convened meeting of the Committee at which a quorum is present shall be competent to exercise all or any of the authorities, powers and discretions vested in or exercisable by the Committee.

5. Meetings

The Committee shall meet when the matters listed under 2 are required to be discussed and at least annually.

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The Committee shall also meet whenever a significant event is required to be discussed.

The public may attend the meetings to comment on items on the agenda, using the public forum, in accordance with regulations laid down in the Standing Orders.

6. Notice of Meetings

Meetings of the Allotment Committee will be set at the Annual Parish Council Meeting or by Councillor request as laid down in the Parish Council's Standing Orders.

Unless otherwise agreed, a notice of each meeting confirming the venue, time and date together with an agenda of items to be discussed and minutes of the previous meeting shall be forwarded to each member of the Committee no later than three working days before the date of the meeting. Supporting papers shall be sent to Committee members and to other attendees, as appropriate, at the same time.

7. Minutes of Meetings

Draft minutes shall be distributed to the Committee within ten working days of the meeting being held.

8. Appointment of Designated Committee Member as Co-ordinator

The Allotment Committee shall appoint the Chair of the Stoney Flint Allotment Association to be the designated committee member to oversee and co-ordinate the carrying out of the day-to-day management and supervision of the allotment site, as set down below:

- Undertake the day-to-day management and supervision of the allotments and adherence to the terms and conditions.
- Be the first point of contact for prospective and current allotment tenants.
- Oversee and undertake the maintenance of the overall allotment site.
- Seek the resolution of any disputes between allotment holders in the first instance, and refer on to the Parish Council, for assistance and a final decision, if this is not possible.
- Facilitate the co-ordination of all allotment holders to maintain and improve the allotment site.
- Request authorisation of expenditure from the Allotment Committee and/or Parish Council, as appropriate.
- Request the issue of letters, grant applications etc, to be made, via the Parish Clerk, who will progress these as appropriate, with authorisation from the Parish Council, or under delegated powers, as required.

9. Duties

The Committee shall review and implement all matters listed under 2 above and make decisions where authorised to do so by Kelvedon Parish Council, reporting back to the next available Full Council meeting where necessary.

The Committee shall make recommendations to Kelvedon Parish Council on all matters listed under item 2 where the Committee is not expressly authorised by Kelvedon Parish Council to make a decision upon.

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The Committee will appoint a Designated Co-ordinator, as in 8 above, being the main point of contact between the allotment holders and the Allotment Committee, in conjunction with the Clerk and the Clerk's Assistant.

The Committee shall at least once per year review its own performance and the Committee Terms of Reference to ensure it is operating at maximum effectiveness and recommend any changes it considers necessary to Kelvedon Parish Council for approval.

All Parish Councillor and non-councillor members of the Committee and Sub-Committee will adhere to the governing documents and policies of the Parish Council, including the Code of Conduct.

10. Authority

The Committee is authorised by Kelvedon Parish Council, within the scope of its duties and responsibilities:

- To investigate and carry out any activity within its terms of reference.
- To authorise expenditure of items related to any matter within the Committee's Terms of Reference, of up to £5,000, as set down in the Parish Council's Financial Regulations clause 4.1 and in accordance with Standing Orders, as long as it is within budget. Any expenditure over and above the budget limit will need authorisation from the Parish Council.
- To seek any information it requires from the Clerk related to any matter within the Committee's terms of reference.
- To invite persons with relevant expertise to attend a meeting of the Committee, if the Committee considers this is necessary.