



# BURGHFIELD PARISH COUNCIL

## Terms of reference for the Allotments Sub Committee

### 1. Authority

The Allotments Sub-Committee is appointed by the Community Committee and solely responsible to, Burghfield Parish Council. The Sub-Committee's duties are defined and agreed by the Community Council, which may vote, at any time, to modify the Sub-Committee's powers. A minimum of 4 meetings per year are to be held with additional meetings as required.

The Sub-Committee will operate within Burghfield Parish Council Standing Orders, Financial Regulations and Local Government Law.

The Standing Orders on the rules of debate (except those parts relating to standing and to speaking more than once) and the Standing Order on interest of members in contracts and other matters shall apply to sub-committee meetings.

### 2. Membership

The Sub-Committee will consist of no fewer than 5 members in total, consisting of at least 1 elected Parish Councillor and 5 allotment plot holders. There is to be at least 1 representative from each of the Hatch and Common allotment sites.

The election of a Chairman will be the first business transacted to preside over future meetings – to be re-elected each year following the Annual Parish Council meeting.

Quorum will be no fewer than 3 members. The Chairman & vice Chairman of the Parish Council and the Chairman of the Community Committee, will have automatic membership and full voting rights.

### 3. Records of Proceedings

The Sub-Committee will meet as detailed above. Written minutes will be taken to record the Sub-Committee's recommendations and will be circulated to the Community Committee for information and consideration at the next scheduled committee meeting. If approved, the recommendations will be presented to the parish council at their next scheduled meeting for adoption. The Assistant Parish Clerk will be responsible for arranging the distribution of the agenda & minutes. Minutes will be recorded by the Assistant Parish Clerk. The minutes will be published on the Parish Council website.

### 4. Responsibilities

The committee is responsible for an overview of the following aspects specifically: -

1. To appoint a Chairman and Vice-Chairman at the first meeting following the Annual Meeting of the Parish Council.
2. To confirm the membership and frequency of meetings for the ensuing year following the appointment of the sub-committee.
3. To bring any matters requiring URGENT action to the attention of the Community committee
4. To present recommendations in relation to overall maintenance of the allotments sites to the Community Committee for their consideration.
5. To present recommendations in relation to rules for the allotments sites to the Community Committee for their consideration.
6. To present recommendations in relation to rent for the allotments sites to the Community Committee for their consideration.
7. Make recommendations for any improvements within the parish allotment sites, taking into account any potential or additional equipment required and their associated costs.
8. To undertake monthly visual inspections of the Allotment sites and present a report to the parish clerk of ploholders not adhering to the rules.
9. To deal with any other matter that a meeting of the Community Committee or Parish Council considers appropriate to be referred to the Allotments Sub-Committee.
10. To work in partnership with all the appropriate funding bodies to help provide, improve and upgrade allotment facilities for the benefit of the Parish
11. To work in partnership with the Police and Community Officers to help alleviate anti-social behaviour and vandalism in the allotment sites.
12. To investigate ways of increasing recycling opportunities within the allotment sites
13. To actively promote all the environmental aspects and benefits of the allotments in the Parish.

## **5. Review of Terms of Reference**

These terms of reference are to be reviewed annually at the Annual Meeting of Burghfield Parish Council.