



## Allotment Subcommittee Terms of Reference

**Reviewed and agreed by Full Council May 21<sup>st</sup> , 2025**

<b>Number of Councillors</b>	4	<b>Quorum</b>	3
<b>Officer attendance</b> (advisory – no voting rights)	Parish Clerk (& Clerical Assistant) Head Groundsman		
<b>Allotment Holders</b>	3 Allotment Tenant Representatives		
<b>Meeting regularity</b>	Quarterly – date and time of each meeting to be arranged at the preceding meeting.		
<b>Notes</b> 1. All meetings to be convened with agendas and minutes. 2. Invited guests and representatives may attend meetings for input and consultation as deemed necessary. 3. Non-committee members of the council may attend meetings but do not have voting rights. 4. Minutes of allotment subcommittee will be included in amenities committee agendas to keep all councillors informed.			

### **Purpose of this Subcommittee**

This main purpose is to monitor the allotments and make recommendations to the amenities committee on items such as:

1. Receiving regular updates with allotment representatives.
2. Receiving updates on the letting of allotments.
3. Receiving suggested updates regarding the terms of the tenancy agreement.
4. Receiving updates on the management of the site.
5. Six monthly<sup>1</sup> inspections of the allotment site to ensure compliance with the tenancy agreement.
6. The subcommittee's areas and subjects of responsibility have budgetary allocations which are set annually by Full Council. Any additional proposed expenditure not met by this requires the subcommittee to make recommendations to the amenities committee for consideration. If the amenities committee accept the recommendation, it will be taken to full council for final approval.

Note: Day to day administration/management of the site is conducted by council officers and ground staff.

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<sup>1</sup> Should reinspection's or an ad hoc inspection be required this will be conducted by the Head Groundsman/Parish Clerk.