

Hemswell Cliff Parish Council	
Meeting	Ordinary Meeting of the Parish Council
Date	3 February 2020
Report by	Clerk
Report Title	Establishment of an Allotments Committee

1. Introduction

- 1.1 Following confirmation from six parishioners, the Council has a duty to consider the provision of allotments. As part of this process, the Parish Council is being asked to consider the establishment of an Allotments Committee that will progress the provision of allotments within Hemswell Cliff. The first meeting has been arranged for Thursday 20 February 2020.
- 1.2 The Parish Council is asked to approve membership to the committee and the terms of reference. A draft terms of reference is set out below for consideration.

2 Recommendations

- 2.1 That the Parish Council consider the draft terms of reference for an Allotments Committee and make changes where necessary.
- 2.2 That the Parish Council agree the membership of the Committee.
- 2.3 That the date for the inaugural meeting be noted.

Draft Terms of Reference

1. Membership of the Committee

- a) The Committee shall comprise five members; at least one being a Parish Councillor. Only Parish Councillors can be substituted (because of requirements to be quorate).
- b) Membership of the Committee shall be reviewed at the Annual Meeting of the Council.
- c) The Committee shall be subject to a quorum of three members.

2. Chairman

- a) The Committee shall elect a chairman annually at the first meeting of the Committee after the Annual Meeting of the Council.

3. Conduct of Meetings

- a) All meetings of the Committee shall be convened in accordance with the Council's standing orders.

4. Powers of the Committee

- a) The Committee will not approve expenditure. All financial decisions shall be referred to the Council for consideration.
- b) The Committee shall be empowered to act on behalf of the Parish Council in respect of:
 - Identifying all actions required to provide allotments within the Parish
 - Identifying funding and grants to support their work;
 - Carrying out actions required to provide allotments within the Parish
 - Drafting of the tenancy agreement and fees when the Allotments are operational.
 - Setting out the rules and use of allotments on behalf of the Parish Council.
 - Identify risks and report to the Parish Council.

5. Responsibilities and Areas of Operation of the Committee

- a) To identify actions and carry out actions to provide allotments.
- b) To draft the necessary documents including tenancy agreements, fees, allocation policy and rules of using the allotments.
- c) Report to the Parish Council for any funding requirements.
- d) Identify and liaise with other bodies for funding and grants.
- e) Provide periodic update reports to the Parish Council.
- f) To ensure the Council complies with all legislative requirements relating to the provision of allotments.