

OVERSTRAND PARISH COUNCIL

ALLOTMENT SUBCOMMITTEE TERMS OF REFERENCE

1. Subcommittee

The Allotment Subcommittee is constituted as a Standing Subcommittee of Overstrand Parish Council.

2. Members

Three Parish Councillors appointed annually at the Annual Meeting of the Parish Council or throughout the year via co-option if a casual vacancy occurs, and at least one Allotment tenant representative who is not a Member of Overstrand Parish Council through co-option. The Chairman of the Parish Council shall be an ex officio member.

3. Responsibilities

- 3.1 To consider and make decisions on any matters affecting the allotments with the exception of items clearly excluded under points 4.1 and 4.2.
- 3.2 To recommend to the Parish Council appropriate budget provisions for the current and coming financial years for items within the Subcommittee's remit
- 3.3 To exercise the powers delegated to the Subcommittee on behalf of the Parish Council, as set out in section 4.
- 3.4 To make recommendations on an annual basis (no later than July) to the Parish Council of any suggested increase in tenancy fees with a reason for doing so
- 3.5 To report to the Parish Council any actions taken on allotment matters.
- 3.6 To work with the allotment tenants in order to provide a well-managed and effective service to allotment users.
- 3.7 To carry out at least quarterly inspections of the Allotments and report back to the Parish Council.
- 3.8 To bring to the attention of the Parish Council any identified health and safety risks.
- 3.9 To carry out site visits with prospective tenants in respect of vacant plots.
- 3.10 To identify cases where tenancy agreements, policies or rules are not being observed and to notify the Clerk who will then follow procedure for non-compliance.

4. Delegated Authority

- 4.1 **The Allotments Subcommittee has the delegated power to make decisions on behalf of the Parish Council** concerning the detailed operation and management of the allotments and relationships with individual tenants but **excluding** final decisions on:
 - Rents
 - Major improvements or material changes to the site
 - Situations where a dispute between the Subcommittee and a tenant has not been resolved by the Subcommittee and the Council's Complaint Policy is activated.

4.2 The Allotments Subcommittee has the delegated power to incur expenditure on behalf of the Parish Council on items of a routine and repetitive nature, where the Subcommittee has already been provided with the agreed revenue budget, in accordance with Financial Regulations, but **excluding** any items of capital expenditure. The Clerk's emergency Power of Expenditure may be utilised in emergency situations from a maintenance or health and safety nature.

5. Terms Of Reference

Terms of Reference of the Allotment Subcommittee will be reviewed annually at the Annual Meeting of the Council.