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**Perton Parish Council**

**Terms of Reference - Allotment Committee**

The objective of the Committee is to assist the Parish Council in overseeing the proper management and maintenance of the allotment site.

It needs to ensure that the terms of its Tenancy Agreement is up to date, as well as adhered to. This will include annual inspections, plot development and policy disputes as and when required.

1. **Membership of the Committee**
2. Members of the committee will be appointed at the Annual Meeting of the Parish Council each year. Membership will be 6 members. This is subject to the proviso that the Chairman and Vice-Chairman of the Parish Council shall be *ex officio* members, plus 4 other Parish Council members. In addition, a maximum of 4 residents may join the committee.
3. Any changes in membership of the committee after the Annual Meeting of the Parish Council shall be subject to approval at the next Full Council meeting.
4. The quorum of the committee shall be half of its members or three whichever is the greater.
5. **Chairman**
6. The Chairman of the committee will be elected at the Annual Meeting of the Parish Council each year. (as per standing order 4 vi)
7. In the event of the Chairman’s absence the members of the committee present will appoint a Chairman at the beginning of the meeting.
8. The Chairman of the Committee will report to Full Council on any matters which the Committee considers ought to be brought to the attention of the Council.
9. **Frequency of Meetings**
10. The Committee shall meet at least every three months or at shorter intervals as required (except August).
11. Date and time of meeting to be Parish Council meeting to be agreed by the committee.
12. **Minutes of Meetings**
13. All meetings of the committee will be convened in accordance with the Parish Council’s standing orders.
14. The Clerk shall minute the proceedings and resolutions of all meetings of the Committee
15. Draft minutes of Committee meetings shall form part of the monthly Full Council meeting for information.
16. Draft minutes shall be considered and approved at the next Allotment committee meeting.
17. **Powers of the Committee**

The committee shall be empowered to:

1. Delegated spending powers are issued to the Allotment Committee for maintenance up to the limit of £500
2. Monitor the allotment site for safe usage
3. Recommend to Full Council annual rent charges
4. Recommend ‘rules of conduct’ at the allotment site for approval by Full Council
5. Promote facilities of the allotments and encourage its use for the benefit of the community.
6. Manage, with the clerk, allocation of allotment plots
7. Carry out formal risk assessments, in conjunction with the clerk
8. **Review**

These Terms of Reference be reviewed four year term, or earlier if there is a material change.