

**Madeley Parish Council**  
**Allotment Committee Terms of Reference**  
**Adopted 5<sup>th</sup> September 2024**

These rules are supplemental to, and do not in any way supersede, the Parish Council's Standing Orders and/or Financial Regulations.

1. Membership

- a) Membership of the Allotment Committee will be as resolved at the Annual meeting of the Parish Council each year, or such meeting as membership of committees is resolved.
- b) The Committee shall be subject to a quorum of three of its members.
- c) The term of membership shall be for a period of one year or until the next Annual meeting of the Parish Council, whichever is sooner.

2. Chair

- a) The Chair shall be elected by the Committee at its first meeting after the Annual meeting of the Parish Council;
- b) The Vice-Chair shall be elected by the Committee at its first meeting after the Annual meeting of the Parish Council.

3. Meetings

- a) All meetings of the allotment Committee will be convened in accordance with the Parish Council's Standing Orders; Except for:
  - i) Notice Requirements. Notice of meetings will be circulated to members of the allotments committee. Meeting notice of 5 clear days must be provided.
  - ii) When calling a meeting 3 prospective dates for the meeting must be offered.
  - iii) Meeting notices will not need to be displayed on Parish Council noticeboards.
  - iv) Allotment holders and/or members of the public will be permitted to attend committee meetings when invited to do so by the committee.
  - v) Meetings will be held either in person or remotely, or a combination of the two.
- b) Minutes of meetings will be taken by the Clerk or a member of the Committee. Minutes will be limited to recording the information required under standing order 3t and include time bound actions agreed.
- c) The committee will meet following the twice-yearly allotment inspections and if required an additional meeting will be held in order to establish

budget requirements prior to the Parish Council budget meeting held in November of each year.

- d) Additional meetings may be called at the request of the Chair or two members of the allotments committee.

#### 4. Powers of the allotment Committee

The allotment Committee shall be empowered to:

- a) Authorise expenditure, provided such expenditure is:
  - i) Consistent with the responsibilities and areas of operation of the Committee; and
  - ii) Within the budget set for allotment expenditure as part of the Council's overall budget for allotment committee expenditure authorised by full Council during the course of the financial year.
- b) To act on behalf of the Parish Council in respect of:
  - i) Inspections of allotment plots; and
  - ii) Providing notices to plot holders regarding breaches of the allotment tenancy agreement and authorising notice of termination of tenancy in relation to any breaches of the tenancy agreement.

#### 5. Responsibilities and Areas of Operation of the allotment Committee:

The allotment Committee shall:

- a) Provide oversight of the management of the allotments site.
- b) Liaise with plot holders and potential new tenants.
- c) Provide financial information to the Parish Council and budget updates and recommendations.