



# Colne Town Council Terms of Reference

## Allotments Committee

The Allotments Committee is a Standing Committee of the Colne Town Council and will operate in accordance with the Council's Standing Orders and Scheme of Delegation.

### 1. Membership

- a) The Allotments Committee will be composed of five elected members of the Council.
- b) The Allotments Committee may co-opt up to two Allotment Representatives.
- c) The Colne Town Council Allotment Officer will attend meetings in an advisory capacity.
- d) All Members, the Chairman, and the Vice Chairman of the Committee will be appointed at the Annual General Meeting of the Council.
- e) Non-Councillors may be invited to join the Committee. These persons do not have a right to vote or to move or second a motion.

### 2. Purpose of the Committee

The Allotments Committee will undertake management of all aspects of the Colne Town Council Allotments.

### 3. Aims and objectives

The role of the Committee is to oversee the general management, maintenance, and administration of Council Allotments.

The Committee will:

- i. Liaise with the Allotment's Representatives and Allotment holders.
- ii. Adjudicate any complaint or dispute in relation to the allotments and or plot holders.
- iii. Review annually the terms of the Allotment Agreement and recommend any changes to the Finance, Employment & Services (FES) Committee for consideration by the Council.
- iv. Review annually the allotment fees and charges and recommend any changes to the FES Committee for consideration by the Council; (Plot holders are to be informed of any fee amendments agreed a minimum of six months prior to them coming into effect).
- v. Maintain a schedule of all the plot holders and any vacant plots.
- vi. Maintain a waiting list of potential plot holders in accordance with the Allotment Allocations Policy.
- vii. Undertake or oversee an annual inspection of allotment plots.
- viii. Determine, as the land agent, requests for consents from plot holders:
  - a. To keep livestock on allotment land.
  - b. To erect sheds, greenhouses, or poly tunnels.

- c. To cut, prune, or remove trees or hedges on allotment land.
  - d. To hold additional burning days (March to October).
  - e. For the special allocation of an allotment plot (as per Allocations Policy) provided that such consent is within the confines of the Council's Allotment Policies and is within the authority of the Council to grant.
- ix. Consider other such requests from plot holders or interested parties in relation to allotments, which fall outside the scope of the Committee's Terms of reference in order to determine if a recommendation should be made to the Finance, Employment & Service Committee for consideration of the matter by the Council.
  - x. Follow good practice in relation to health and safety matters and ensure that appropriate risk assessments are in place.

#### **4. Meeting arrangements and frequency**

- a) Co-opted members of the Committee may not vote on any matter relating to the finances of the Council or the allocations of budgets.
- b) In the absence of the elected Chairman and Vice Charman, a member must be elected to chair the meeting.
- c) The Allotment Committee will plan to meet four times each year with meetings scheduled within each quarter.

#### **5. Quorum**

A minimum number of three Committee members are required for decision-making purposes of which a minimum of two must be elected Members and if the matter is of a financial nature a minimum of three elected Members must be present.

#### **6. Reporting and accountability**

The Committee is a Standing Committee of the Council and as such will publish Minutes of its meetings. The Committee will refer matters to the Council which are outside its Terms of Reference together with any recommendations.