



# Broadbridge Heath Parish Council

## Weston Avenue Allotments Working Party - Terms of Reference

*These Terms of Reference were approved by the Recreation Committee at a meeting held on Monday 26<sup>th</sup> February 2024*

**Minute reference: R008/24**

### **1. General**

The Weston Avenue Working Party is a working party of the Recreation Committee, appointed to act as requested and where appropriate make recommendations to the Recreation Committee on matters related to the establishment of a Weston Avenue Allotments Association.

### **2. Review**

These Terms of Reference may be reviewed at any time by the Recreation Committee to ensure they remain appropriate for the requirements of the Parish Council.

### **3. Scope of Activities**

The Working Party's prime function is to establish and to follow the necessary steps form an Allotments Association for the Weston Avenue Allotments site.

### **4. Membership**

- a) The working party will comprise of a minimum of 5 members.
- b) Membership may be formed of Weston Avenue Allotment holders, residents and Parish Councillors, appointed and ratified by the Recreation Committee.
- c) The membership may be reviewed at any time by the Recreation Committee.
- d) The Working Party must consist of at least 1 Councillor.
- e) Members of the Working Party acting as a representative of the Party must adhere to the Council's policies and procedures, including the Council's Code of Conduct.

### **5. Chair of the Working Party**

Working Party members, at the first meeting following their appointment, will agree amongst themselves who will be the Chair for the Working Party for the following year.

### **6. Powers/Authority**

The Working Party is established as a Working Party of the Recreation Committee. It may inform, advise and make recommendations to the committee but has no delegated powers.

### **7. Meetings**

- a. Working party meetings are not public meetings.
- b. All Members of Council are to be informed of any meetings of the Working Party and are able to attend and ask for any relevant Working Party documentation.
- c. Quorate: Minimum of 3 members at each meeting.
- d. Representatives from relevant outside agencies may be invited to attend meetings of the working party as appropriate.

e. Meetings to be called at the discretion of officers/Chair of the Working Party.