



# Broadbridge Heath Parish Council

## ALLOTMENTS SUB-COMMITTEE

### (Reporting to Recreation Committee)

#### TERMS OF REFERENCE

Adopted by Full Council on 4<sup>th</sup> December 2023

Review: June 2024

#### Membership

1. Membership of the Sub-Committee shall be agreed at the Annual Council Meeting, or as agreed by full council in accordance with the protocols laid down in the Standing Orders and Guide to Standing Orders.
2. The Chair shall be elected annually by the Sub-Committee at the first meeting in each municipal year or alternatively at the Annual Meeting of the Parish Council.
3. In the event of the absence of the Chair a member of the committee shall take the meeting
4. The quorum for each meeting shall be a minimum of three of a recommended five committee members
5. The sub-committee will meet a minimum of twice a year. Additional meetings shall be called as required
6. Members of the Allotments Association (or A representative from each allotment site) shall be invited to every meeting

#### DELEGATION

The Allotments Sub-Committee sits and functions under the delegated authority of the Recreation and Environment Committee. Like the Recreation and Environment Committee, it exercises its authority as a collective body. The Allotments sub-Committee has the delegated authority to make decisions on behalf of the Full Council on matters within its areas of responsibility without the needs for these decisions to be ratified by the Full Council or Recreation and Environment Committee. In other cases it makes recommendations to the Full Council. This does not affect the overall compliance with Financial Regulations where certain financial actions must be approved by Full Council.

7. Decisions made by the Sub-Committee may be implemented without reference to Full Council for approval, subject to those decisions being within the delegated powers of the Sub-Committee and which do not involve matters where only the Full Council can make the decision (see paragraph 8 below). The Chair of the Sub-Committee, in discussion with other councillors, may voluntarily refer any matter to Council for approval if it is considered appropriate.
8. The above delegation excludes decisions in relation to:

- a) Setting allotment rents
  - b) Agreeing major improvements or material changes to the sites
  - c) Situations where a dispute between the Committee and a tenant or Association has not been resolved and the Council's Complaints Policy is activated
9. The Sub-Committee has the delegated power to authorise any expenditure , in accordance with Financial Regulations, on items of a routine nature, within the council's agreed allotment expenditure budget lines.
10. All decisions made by the Sub-Committee shall be in the name of and on behalf of the Parish Council.

#### **ROLE OF THE SUB-COMMITTEE**

11. To make recommendations to the Recreation Committee, or Full Council, on any matters relating to the management, maintenance and tenancy of the Allotments
12. To consider and make decisions on any matter affecting the Council's allotments, except those exclusions per paragraph 8.
13. To recommend to the Parish Council an appropriate annual budget provision for all allotment expenditure.
14. To make recommendations annually regarding the level of allotment rents.
15. To arrange to have carried out, at least annually, a risk assessment of each allotment site and bring to the attention of the Recreation Committee, or Full Council, any identified health and safety issues.
16. In respect of allotment sites which are not self-managed, to manage all aspects of allocating tenancies, including maintaining waiting lists in accordance with Council policy.
17. In respect of allotment sites which are not self-managed, to monitor compliance with tenancy agreements, policies and rules and to arrange for the necessary action to be taken to address non-compliance.
18. In respect of self-managed sites, to monitor compliance with Trustee Agreements and to arrange for the necessary action to be taken to address non-compliance.
19. To promote the allotments and consider ways in which their use can be of benefit to the community
20. Members of the Sub-Committee are authorised to attend any allotment site, accompanied by the Clerk or Deputy Clerk.

These terms of reference are to be reviewed annually by the Full Council.