



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 26th February 2024

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.