

Bilbrook Parish Council
Allotment Committee Terms of Reference

Membership of the Committee

- a) Membership of the committee will be as decided at the Annual Parish Council meeting each year, subject to the proviso that the chairman and vice-chairman of the Parish Council shall, in any event, be *ex officio* members.
- b) Any changes in the membership of the committee after the Annual Parish Council meeting shall be subject to approval at the next Full Council meeting.
- c) The quorum of the committee shall be half of its members or three whichever is the greater.

Chairman

- a) The chairman of the committee will be elected by the committee at its first meeting after the Annual Parish Council meeting.

Conduct of Meetings

- a) All meetings of the committee will be convened following the Parish Council's standing orders.
- b) Meetings will be minuted by the Clerk to the Council, another member of staff or a member of the committee.

Powers of the committee

The committee shall be empowered to:

- Make decisions on behalf of the council concerning the detailed operation and management of the allotments and relationships with individual tenants
- To recommend to the Parish Council appropriate budget provisions for the current and coming financial years for items within the committee's remit.
- To approve or comment upon actions taken and reported by the Parish Clerk on allotments matters.
- To provide a well-managed and cost-effective service to allotment users.
- To incur expenditure on behalf of the council on items of a routine and repetitive nature where already provided within the agreed revenue budget and excluding any items incurring capital expenditure and following the Financial Regulations.

- **No final decisions will be made on:-**
 - rents
 - major improvements to the site