

## **ROWDE PARISH COUNCIL**

### **DRAFT ALLOTMENT WORKING GROUP TERMS OF REFERENCE**

**1. Purpose** The Allotment Working Group is established as an advisory body to Rowde Parish Council to oversee the management and development of the Parish allotments in accordance with the Small Holdings and Allotments Act 1908. Its primary objective is to ensure the allotments are maintained as a community asset for public benefit while providing recommendations to the Full Council on policy and site improvements.

#### **2. Membership**

- The Working Group shall comprise at least three members of the Parish Council, and three tenants, but not both.
- The Chair of the Council shall be an ex-officio member of the group.

#### **3. Functions and Responsibilities**

The Working Group is responsible for researching and making recommendations to the Full Council regarding:

- The ongoing maintenance, repair, and security of the allotment site.
- The review and update of Allotment Tenancy Agreements and site rules.
- Monitoring the demand for allotments to ensure the Council meets its statutory duty to provide sufficient plots where reasonable.
- Carrying out regular site inspections to ensure compliance with tenancy terms.
- Identifying and developing project proposals for site improvements, such as improved water access or perimeter fencing.

#### **4. Delegated Authority**

- The Working Group is an advisory body and has no delegated authority to make formal decisions or resolutions on behalf of the Parish Council.
- The group cannot authorise any expenditure; all financial requirements must be submitted as recommendations to the Full Council or Finance Committee for resolution.
- All correspondence with external bodies or contractors must be conducted through the Proper Officer (the Clerk).

#### **5. Meetings and Administration**

- The Working Group shall meet as required to fulfil its objectives.
- While working groups are not subject to the same strict statutory notice requirements as formal committees, they must operate under these Terms of Reference as approved by the Council.
- Notes of meetings must be recorded and submitted to the Clerk for inclusion as recommendations on the agenda of the next Full Council meeting.
- The Clerk or a designated officer will support the group as required to ensure business is conducted lawfully.

**6. Review** These Terms of Reference will be reviewed annually at the Annual Meeting of the Parish Council to ensure they remain fit for purpose