

Waddington Parish Council

Allotment Committee - Terms of Reference

Adopted by Full Council at its Annual Parish meeting of 12 May 2025 (agenda item 4)

1. Delegation

- 1.1.** Waddington Parish Council resolved to implement an Allotment Committee at its meeting held on 11th November 2024 to assist in the day to day management of the allotments off Wadow View, Waddington. These Terms of Reference determine the conduct of that Committee.
- 1.2.** Waddington Parish Council will review these Terms of Reference at its Annual Parish Council meeting each year.

2. Membership

- 2.1.** Members shall comprise of three Parish Councillors who will be appointed each year at the Annual Parish Council meeting.
- 2.2.** Quorum for the Allotment Committee shall be two members with one officer in attendance. The officer is the Parish Clerk who will minute the meetings.
- 2.3.** The Chair of the Allotment Committee shall be decided by the Allotment Committee.
- 2.4.** Current membership comprises Councillors Rattigan, Edmondson and Kerrigan

3. Procedures

- 3.1.** The Committee will operate within Waddington Parish Council's Standing Orders, Financial Regulations, The Joint Panel on Accountability and Governance (JPAG) Practitioners Guide and Local Government Law.
- 3.2.** At the Annual Parish Council Meeting of Waddington Parish Council the Council shall confirm the membership of this committee.
- 3.3.** A Chairman for the Committee will be elected at the first meeting of the Committee each year.
- 3.4.** The Allotment Committee shall meet at least three times a year and then as and when required.
- 3.5.** The Parish Clerk will provide administrative support for the Committee.
- 3.6.** The agenda is to be prepared by the Clerk in conjunction with the committee Chair and will be displayed no later than three working days before the date of the meeting.

- 3.7. The Committee will submit all of its minutes of meetings to the next meeting of the Allotment Committee.
- 3.8. The Committee will make recommendations to Full Council on those matters excluded from the Committee's full delegated authority as described in clause 5.1 of these Terms of Reference.

4. Purpose

- 4.1. Advise and make recommendations to the Parish Council on any matters affecting the allotments.
- 4.2. To recommend to the Parish Council's Finance Committee an appropriate budget provision for the current and coming financial years, for items within the committees remit.
- 4.3. To consider and make decisions on any matter affecting the allotment within the exception of items clearly excluded under section 5.1 of these Terms of Reference.
- 4.4. To exercise the powers delegated to the committee on behalf of the Parish Council as set out in section 2 of these Terms of Reference.
- 4.5. To work with the allotment tenants to provide a well-managed and cost effective service to the allotment users, people on the waiting list and all residents of the Parish.
- 4.6. To carry out inspections of the allotments.
- 4.7. To identify cases where tenancy agreements, policies or rules are not being adhered to and to then follow the procedure for non-compliance.

5. Functions (Delegated Authority)

- 5.1. The Committee has delegated authority to make decisions concerning the detailed operation and management of the allotments and relationships with individual tenants, but **excludes** final decisions on:
 - Rent
 - Major improvements to the site
 - Changes to services affecting all tenants
 - Situations where a dispute between the committee and a tenant has not been resolved by the committee and the Councils complaints policy is activated
- 5.2. The Committee has delegated authority to Incur expenditure on behalf of the Parish Council on items of a routine and repetitive nature, which have already been accounted for within the agreed budget or were a previous minuted decision of the Council whilst being in accordance with the Financial Regulations.
- 5.3. The Clerk's emergency power for expenditure may be utilised in emergency situations of a maintenance or a Health and Safety nature.

Preparer: Chris Towers, Clerk to Waddington Parish Council

Adoption: These Financial Regulations were adopted by Waddington Parish Council at its Annual Parish Meeting held on 12 May 2025

Next Review: May 2026