

## **Norton on Derwent Town Council**

### **Terms of Reference for the Allotment Committee**

Adopted by resolution on 17<sup>th</sup> October 2022 (Minute 73)

#### Objective

- To provide effective cohesion between the committee members, town council officers, and the allotment holders association, i.e. to work together for the mutual benefit of all involved.
- To agree and set any rent increases, subject to final resolution by full council.
- To review the plot holders tenancy agreement and terms and conditions.
- To review any allotment holders association documentation and to ensure that the allotments holders association statutory requirements are in place, including insurance, health and safety, fire etc, and to review the allotment holders shop tenancy agreement as required.
- To provide a first point of reference through to final decision making for any disputes between tenants where the office has not fully fulfilled a satisfactory outcome.
- To provide a first point of reference through to final decision making for any disputes between tenants and the town council officers where the office is unable to fulfil a satisfactory outcome.
- To assist the officers in maintaining standards.
- To assist the officers in demonstrating transparency.
- To assist with any other allotment related matters, on a needs arise basis.

#### Membership

- The committee shall comprise 5 or 6 Town Council members in total.
- A chair of the committee will be appointed from those members.
- The chair of the allotment association, together with up to two allotment association committee members, may be invited to attend the meetings, on a needs arise basis.

#### Quorum

- The quorum of the committee shall be 3 Town Council members.

#### In attendance

- Members, Allotment Association Representatives, and the Clerk and / or Deputy Clerk.

#### Meetings

- At least twice per annum, and as required,
- The Proper officer will 'call' the meeting and summon members to attend in accordance with standing orders,
- Public Notices of the meeting shall be given in accordance with the Council's Standing Orders.

#### Public Participation

- Meetings are not normally open to the public on the grounds that the agendas normally concern the conduct and terms of service of employees.

### Minutes and Resolutions

- Minutes of all meetings will be recorded by the Clerk (or delegated) and circulated to all members of the committee and to all Full Council members,
- All resolutions and recommendations made to Full Council shall be recorded in the minutes of the appropriate meeting.

### Delegated Powers

- None, insofar as all matters subject to final resolution by full council, other than the disputes, where settlement can be reached without reliance on formal complaints procedure, council policies etc.

Stuart Rainsbury, Town Clerk  
Norton on Derwent Town Council