

# **WIDFORD PARISH COUNCIL**

## **Allotments Working Group – Terms of Reference**

*Adopted by the Parish Council 1 March 2016*

### **1. Membership**

Members of the Working Group will be appointed every year at the Annual Parish Council meeting.

The Group will be comprise two parish councillors, one of whom will be the leader, and up to 6 fully paid-up tenants who have regularly worked their plots.

### **2. Leader**

A leader will be appointed for the Working Group every year at the Annual Parish Council meeting and a deputy at the Annual Allotments Working Group meeting.

The leader will be the main point of contact for Council Officers, Council and Group members, allotment holders, and members of the public.

### **3. Powers**

The Working Group has no powers to make decisions on behalf of the Parish Council, including the setting of rent, and any recommendations made by the Working Group will be subject to approval by the Council or the Council's Responsible Officer.

The Parish Council to delegate powers to the Responsible Officer and, through him, to two named parish councillors on the Working Group, for expenditure up to £100 at any one time.

Terms of Reference are to be reviewed annually by the Parish Council, taking into consideration recommendations made by the Working Group.

### **4. Role, Responsibilities and Areas of Operation**

The role of the Working Group is to oversee the general management and maintenance of the overall Allotment area and its tenants.

The Working Group will conduct informal inspections of the Allotments and its surrounding areas and access paths, and will undertake an annual risk assessment (or as frequently as appropriate).

The leader of the Working Group will report on all relevant aspects of the Allotments at each Parish Council meeting.

The Working Group will meet at least twice a year at a location of its choosing and provide a report to the Parish Council. The Working Group to determine who beyond its membership may attend its meetings.

Rent for the ensuing year to be paid to Widford Parish Council at the Annual Allotments Meeting, or to be sent earlier to the Parish Clerk.

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To be reviewed March 2017