



## **Allotment Committee**

### **Definition**

The Allotment Committee is formed by members of the Parish Council and Kings Chase Plot Holders.

The Allotments are owned and managed by the Parish Council.

### **Purpose**

1. To work together for mutual benefit.
2. To maintain standards.
3. To demonstrate transparency.
4. To form a pro-active collaboration.
5. To consult on matters as and when necessary.

### **Terms of Reference**

1. This arrangement is for the Kings Chase Allotment Site.
2. The Allotment Committee is to be formed of no more than two members from the Parish Council and up to five members elected from the Plot Holders.
3. To be a member of the Allotment Committee you must be either a Parish Councillor or a Plot Holder but not both.
4. The Allotment Committee will meet formally on at least four occasions per year and on an ad-hoc basis as and when necessary.
5. The Allotments Committee must be quorate with a minimum of one Councillor and two Plot Holders present at each meeting.
6. Minutes will be taken at each meeting and posted on the Parish Council website.

7. Joint inspections of the allotments/plots will be undertaken by both parties on a monthly basis over the growing season and bi-monthly over the winter months.
8. A meeting will be held in September/October to review and prepare a budget for the following year.

### **Responsibilities**

1. Both parties are to be responsible for ensuring that there are no breaches of the Allotment terms and conditions.
2. The Plot Members of the Allotment Committee will deal with local day to day matters on the allotments with Plot Holders.
3. The Plot Members of the Allotment Committee will liaise with Plot Holders to address any issues that may arise within their remit.
4. The Parish Council will address any matters raised by the Plot Members of the Allotment Committee.

### **Rules and Regulations**

1. The Allotment Committee can only make decisions in accordance with the Current Parish Council Standing Orders and Financial Regulations and the current Allotment terms and conditions.
2. If a matter arises which is not mentioned above, it must be dealt with and approved by the full Parish Council.