



# **The Barwick in Elmet & Scholes Parish Council Allotments Sub Committee**

## **TERMS OF REFERENCE**

The name of the sub committee will be **The Barwick in Elmet & Scholes Parish Council Allotments Sub Committee**.

### **Membership**

The Sub Committee will comprise of a minimum of 3 Parish Councillors and may include additional residents from the Parish.

The Chairman and Vice Chairman of the Parish Council are ex-officio members with full voting rights

A quorum will comprise of a minimum of 3 committee members at least 2 of which will be Parish Councillors.

Additional members of the Parish Council may be appointed to join the Committee at any time.

Membership of the Sub Committee will normally be confirmed at the Annual Parish Council Meeting.

The Committee may elect a Chairperson

Resolutions not within the delegated powers of the sub committee will be submitted to the Finance & General Purposes Committee or Parish Council for approval

The Committee will meet a minimum of twice per annum and prepare a report for the Parish Council.

### **Delegated Powers**

- a. The Sub Committee may advertise any vacant plots and draw up contracts between the Clerk to the Parish Council and the Allotment Holder. One copy to be returned, signed to the CLERK and the other retained by the applicant.
- b. The conditions of maintenance of an allotment are contained in the contract. The Committee will advise any allotment holder if it is felt the plot is not maintained in accordance with the signed contract.
- c. The annual fee will be paid on signing the contract and on renewal on the due date of each year, Fees should be paid direct to the Council Bank Account, or by cheque quoting name and plot number. Payments by cash should be discouraged.
- d. To manage and maintain the allotments within a budget agreed by the Parish Council.
- e. To ensure appropriate risk assessments are carried out and all statutory inspections and checks as and when they become due.
- f. To ensure the Parish Council has arranged appropriate public liability insurance cover for the allotments and for any activities which take place there.
- g. To promote the use of the allotments.
- h. Parish Council Standing Orders and Financial regulations apply to the Sub Committee.