



# SEAMER PARISH COUNCIL

www.seamercrossgates.org.uk

## ALLOTMENTS WORKING GROUP

### TERMS OF REFERENCE

#### 1 PURPOSE

- (a) The Allotments Working Group (*the Working Group*) be a Standing Working Group of the Council, to undertake the following functions hereby delegated to the Working Group by the Council, in each case to research, consider and advise the Council in such matters and to such extent as consistent with these terms of reference in full:
  - (i) Liaise and consult, as necessary, with Tenants of the allotment garden plots.
  - (ii) Inspect the standard of the state of cultivation and condition of individual allotment garden plots as necessary and all of the allotment garden plots at least annually, with regard to Tenants' obligations under the Tenancy Agreement.
  - (iii) Research, consider and advise the Council:
    - (1) on any matter delegated from time to time by the Council.
    - (2) on any other relevant matters.

#### 2 MEMBERSHIP

- (a) The Working Group be of at least 3 and no more than 5 Members, all of whom be current Members of the Council.
- (b) The Members of the Working Group be appointed at the Annual Meeting of the Council.
- (c) Further to minute 50(c)(iv)(1) of the meeting of the Council held on 8 December 2020, until the next Annual Meeting of the Council, Councillors T Groves, V Milner and WH Smith be Members of the Working Group.
- (d) Members of the Working Group be authorised, jointly and severally, to inspect the Jubilee Allotments site, including one or more allotment garden plots.

#### 3 GOVERNANCE

- (a) The Code of Conduct, Standing Orders, Financial Regulations and Policies of the Council be applied in full to Members of the Working Group, as Members of the Council, unless otherwise specified in these Terms of Reference.
- (b) The Council may at any time make a resolution and undertake any matter delegated within or amend these Terms of Reference or dissolve the Working Group.

#### APPROVED BY THE COUNCIL MEETING ON:

**Date:** 12 January 2021

**Minute:** 69(b)(ii)

**SIGNED:**

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**Chairman**