

STOKESLEY TOWN COUNCIL

ALLOTMENTS COMMITTEE

TERMS OF REFERENCE

The Committee will comprise of four members that may include an Allotment Tenant in an advisory capacity.

The Town Council Chairman will be ex-officio on this Committee but will not have voting rights.

To be quorate there must be three members of the Council present at meetings.

The Allotment Committee is appointed to –

Monitor, enforce and facilitate the proper use of The Allotment Gardens according to

The Law of Allotments

Health and Safety legislation

Public Liability Insurance

Standing Orders and

Stokesley Allotments Tenancy Agreement.

Copies of all the above Documents and literature are held in the Clerk's Office for reference.

In order to execute these duties the Committee shall have the ability to agree expenditure up to £500 at any one time - on work required for maintenance and /or improvement.

Total expenditure shall not exceed that approved as an annual budget by the whole council unless referred to the whole council prior to allocation.

The Committee will meet at least twice a year following the Tenant Consultation events arranged by the Committee in January (for Rent Collection) and in September, at the close of the Harvest Season.

Ordinary meetings will follow two weeks after the Tenant Consultation events, in order to respond to emerging Agenda items.

The meeting in September will also review the Tenancy Agreement – making any alterations prior to issue at the annual Rent Night in January the following year.

The Town Council Clerk will convene the ordinary meetings of the Committee and the Chairperson will convene extraordinary meetings.

The Committee will follow the rules for convening meetings as applied to meetings of the full Council and therefore in compliance with Standing Orders.

Allotment Committee Membership will be reviewed at the annual meeting of the Town Council in May. The Chairperson will be elected after the first meeting following their appointment.

The Town Council Clerk, who will then circulate the minutes to Allotment Committee members for them to ratify and submit to council for information only, will provide secretarial support to all meetings.

The Chairperson will –

Carry out the regular duties of The Allotment Manager - as detailed in Allotment Law.