



THETFORD TOWN COUNCIL

TERMS OF REFERENCE – ALLOTMENT COMMITTEE

Role of Allotment Committee

To consider and make decisions on any matters affecting the allotments and to implement the Allotment Policy;

To liaise with allotment clubs, to notify them of Committee meetings and to encourage participation and co-operation;

To make recommendations on an annual basis of any increase in tenancy fees;

To work with the allotment tenants in order to provide a well- managed and effective service to allotment users;

To carry out regular inspections of the allotments;

To manage all aspects of allocating allotments, including maintaining the waiting list in a strict chronological order, carrying out site visits with prospective tenants in order to identify size of plot required and ensure correct measurements of plots prior to start of tenancy agreements; To take photographic evidence of the state of plots at the start of tenancy agreements;

To identify cases where tenancy agreements, policies or term and conditions are not being observed and follow procedure for non-compliance;

To issue Notice to Quits in line with the procedure in the tenancy agreement;

To recommend to the Town Council appropriate budget provisions for the current and coming financial years for items within the committee's remit;

To review monthly accounts report and variances for the allotments;

To recommend transfers to and from reserves from the allotment budget;

To review and recommend amendments to the Allotment Tenancy Agreement, Terms and Conditions, the Allotment Policy and Terms of Reference;

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To carry out the annual Risk Assessment and bring to the attention of the Town Council any identified health and safety risks;

To ensure the allotment terms and conditions are enforced to ensure maximum efficiency of maintenance;

To review and approve maintenance plans;

To maximise revenue from allotments to minimise the subsidised cost of providing allotments;

To approve quotes for expenditure, at the allotment sites, of between £2,000 and £10,000;

To approve tenders between £10,000 and £25,000 for work at the allotments;

To recommend tenders to Full Council for work in excess of £25,000;

To adopt three strategies each year for inclusion in the Council corporate plan;

To ensure the allotments comply with legal restrictions and health and safety issues;

To respond to complaints, in line with the complaints policy.

Role of the Chairperson

To hold regular meetings;

Election of Chair and Vice Chair will be on an annual basis;

To assist the Deputy Town Clerk in setting agendas;

To chair the Committee and ensure that council policies and procedures are correctly followed;

To ensure that the Committee acts within the areas of delegated business, and that it refers decisions to Full Council when appropriate;

To work closely with the DTC to ensure management of allotments is effective;

To attend inspections.

Role of the Deputy Town Clerk and Committee Secretary

To prepare agendas and minutes and ensure that these are circulated according to standing orders;

To work closely with the Chairperson ensuring that all necessary support is provided for the Committee;

To work with the Chairperson of the Committee, responding to correspondence and complaints.