



Allithwaite and Cartmel Parish Council

Terms of Reference Allotments Working Group

Approved and Adopted: 12th September 2024

Review: Every year at May meeting per standing orders.

ALLITHWAITE AND CARTMEL PARISH COUNCIL

Allotments Working Group

Purpose:

To manage the day to day administration of the Councils allotment plots and make recommendations for maintenance, safety and development to the Parish Council.

Scope:

To manage day to day maintenance and administration via the clerk of the allotments on Church Road Allithwaite.

To make recommendations for activities beyond normal budget as required and recommend budget options to the Council for the following year.

To plan and recommend work needed for future years, identifying possible additional costs outside any normal budgeted funding.

To liaise with neighbouring residents/properties with regards to concerns or complaints they wish to bring to the Councils attention.

To liaise with plot holders with regards to any concerns plot holders may have and to communicate any Council information via the notice board.

To complete two checks per year or as required to ensure plot holders are complying with the contents of their rental agreement.

Authority:

Appointment of Committees: Section 102(4) of the LGA 1972

Provide land, enter tenancy agreements, make rules and payments: Small Holdings and Allotment Act 1908 Sections 23, 25 and 28

Membership:

Mixed membership. 2 Councillors appointed by the Parish Council and 1 Tenant appointed by the council. Minimum of two members no maximum.

Allithwaite and Cartmel Parish Council

Allotment Working Group

Meeting Arrangements:

The working group is not required to hold meetings unless they feel it necessary. A Summary Report of the group activity and recommendations to be submitted to the Parish Council for approval when needed.

Reporting:

The Working Group will present any recommendations to the Council at a Parish Council meeting in writing via the clerk.

Resources and Budget:

Allotment budget is set by the Parish Council. The Working Group will forward in December any recommendations or plans for the full council to consider when setting its annual budget.

Expenditure can only be approved by: -

- Full council, or
- The Finance Committee, or
- Agreement of two of the following, The Council Chair, The Vice Chair, and the Clerk/RFO.

Deliverables:

Report to the full council monthly or as required or when requested by the clerk/RFO as well as effective maintenance of areas within scope.

Asset Register:

To confirm the land and any equipment purchased by the Council is included on the Council Asset Register.

Review:

To be reviewed annually at the May meeting as per the standing orders.