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**Warwick Town Council**

**Terms of Reference – Allotments Committee**

The Allotments Committee is a standing committee of Warwick Town Council and will operate in accordance within the Council’s Standing Orders and current legislation.

1. **Membership & Voting**

* The Allotments Committee will be comprised of six elected Members of the Council.
* The Allotments Committee may co-opt up to four allotment site representatives who may attend meetings but do not have voting rights.
* The Warwick Town Council Allotments Administrator will attend meetings in an advisory capacity.
* All elected Members will be appointed to this Committee at the Annual Meeting of the Council.
* The Mayor will have automatic membership as Ex Officio but no voting rights.
* All other elected Members of the Council have the right to attend the meetings and make representations.
* The Chair and Deputy Chair of the Committee will be elected at the first meeting of this Committee each Council year by the elected Members who sit on the Committee.
* Other non-Members may be invited to join the Committee. These persons do not have the right to vote or to move or second a motion.

1. **Purpose of the Committee**

The Allotments Committee will undertake management of all aspects of the Warwick Town Council-managed allotment sites (Cape Housing & Railwayside) and have oversight and scrutiny of the management of the self-managed allotment sites (Percy Estate, Canalside & Myton Green).

1. **Aims and Objectives**

The role of the Committee is to oversee the general management, maintenance and administration of the Allotments.

The Committee will:

1. Liaise with the Allotment sites’ representatives and Warwick District Council/Warwickshire County Council officers when necessary.
2. Review annually the Allotments Rules & Regulations
3. Review annually these Terms of Reference for approval at the Annual Meeting of the Council
4. Review annually the Allotment rents charged for the Council-managed sites and recommend any changes (if deemed necessary) to the Council’s Finance & Policy Committee.
5. Maintain an up-to-date database of all plot holders for the Council-managed sites and any vacant plots.
6. Maintain a waiting list of potential plot holders
7. Seek quotes for all works where appropriate and in line with the Council’s Financial Regulations and Standing orders
8. Address and formulate policy for consideration by the Council for allotment provision in Warwick
9. Monitor expenditure from the annual allocated Allotments budget
10. Work co-operatively to develop and promote all the allotment sites
11. Determine requests for consents from plot holders:
12. To keep acceptable livestock
13. To erect acceptable sheds, greenhouses or polytunnels
14. To plant or remove acceptable trees
15. For the extension of any given rent-free period to allow an overgrown plot to be brought back into effective cultivation
16. To consider other such requests from plot holders or interested parties in relation to allotments in order to determine if a recommendation should be made to the Finance & Policy Committee or full Council.
17. Follow good practice in relation to health and safety matters and ensure that appropriate risk assessments are in place.
18. **Meeting Arrangements and Frequency**

* The Allotment Committee will meet a minimum of five times a year with meetings scheduled at the beginning of the calendar year in question.
* Each meeting must be quorate before going ahead (minimum of three councillors to be present)
* In the absence of the Chair and the Deputy Chair, an elected Member must be elected to chair the meeting.
* The Allotments Committee AGM will be held annually and all elected Members, Committee members and plot holders will be invited to attend.

1. **Reporting and Accountability**

As a Standing Committee of Warwick Town Council, the Allotments Committee will publish minutes of its meetings on the Council’s website. The Committee will refer matters to the Council which are outside its Terms of Reference together with any recommendations.

Members of the public have the right of public participation at meetings of this Committee as set out in the Council’s Standing Orders and in line with the Council’s Guidance on Public Speaking at Council Meetings: <https://www.warwicktowncouncil.gov.uk/wp-content/uploads/Public-Speaking-2020.pdf>

1. **Urgent Matters**

The Committee will provide two elected Members (normally the Chair and the Deputy Chair) to be consulted by the Town Clerk to deal with urgent matters which may have a legal or financial implication for the Council and time restraints prevent the normal arrangement of a Council or Committee meeting.

Katherine Geddes – Assistant Town Clerk

18th August 2023