

# **Allotments Sub Committee**

In accordance with council policy and operating at all times via the Clerk/RFO, this Sub Committee will deal with the Day to Day Management of the Allotments and will report to the General Purposes Committee

**The terms of reference for this Committee are as follows:**

**Membership of the Committee shall consist of Three (3) members and Seven (7) Plot Holders with a Quorum of Three (3) and has the Power to Decide/Act on the Day to Day running of the Allotments as detailed but will submit recommendations for any changes, does not have the Power to Spend.**

**The Terms of Reference for the Allotments Sub Committee are:**

- To carry out a quarterly site visit to the Allotments to access each plot to see if they are complying with the Terms of Lease Agreement.
- To agree for the Clerk to send Letters to plot holders regarding their plots. Alterations to the letter stages to be agreed by the General Purposes Committee.
- To arrange Allotment Working Parties and the siting / delivery of manure.
- To manage the maintenance of the Site but anything with cost implications must be approved by the General Purposes Committee or Full Council.
- To forward recommendations to the General Purposes Committee.
- To review the Terms of Lease Agreement and forward recommendations to the General Purposes Committee
- To arrange Allotment Competitions
- To consider plot holders requests for Sheds and Greenhouses.

## **Reporting**

To Report to the General Purposes Committee