

ALLOTMENTS COMMITTEE - TERMS OF REFERENCE

REPORTING TO: Feltwell Parish Council

PURPOSE OF COMMITTEE:

1. To advise and make recommendations to the Parish Council on any matters affecting the allotments.
2. To recommend to the Parish Council appropriate budget provisions for the current and coming financial years for items within the committee's remit.
3. To exercise the powers delegated to the committee on behalf of the Parish Council as set out below.
4. To approve or comment upon actions taken and reported by the Parish Clerk on allotments matters.
5. To work with the Allotment Tenants to provide a well managed and cost effective service to allotment users.
6. To make all decisions on the tender process for all areas of land over ¼ acre (Short Term Farm Tenancies).

DELEGATED AUTHORITY:

1. **FOR DECISIONS ON BEHALF OF THE COUNCIL:** concerning the detailed operation and management of the allotments and relationships with individual tenants but excluding final decisions on:-
 - 1 rents, deposits and water charges
 - 2 major improvements to the site
 - 3 changes to services affecting all tenants
2. **TO INCUR EXPENDITURE ON BEHALF OF THE COUNCIL:** on items of a routine and repetitive nature where already provided within the agreed revenue budget of £2000.00 and excluding any items incurring capital expenditure and in accordance with Financial Regulations.

MEETINGS: Scheduled ½ yearly meetings with garden allotment tenants/as required by the Allotment Management Committee at the British Legion or on site

MEMBERSHIP: Maximum of 5 Councillors to be appointed for each municipal year including the Chairman & Vice Chairman ex officio (allotment tenants who serve as Councillors not to serve on Allotment Committee)

QUORUM: A minimum of 3 of the appointed membership

EXTERNAL ATTENDEES: Invited representatives of the Allotment Tenants

PUBLIC PARTICIPATION: ½ yearly meetings normally open to the public with questions from the public included in the agenda by prior arrangement

WORKING PARTIES: May be set up for specific time-limited tasks as required.

TERMS OF REFERENCE AGREED BY: Parish Council on 9th March 2026
(to be reviewed annually).