

# **HARTHILL with WOODALL PARISH COUNCIL**

## **TERMS OF REFERENCE**

*(Introduced 21<sup>ST</sup> May 2021 – Last Reviewed 14<sup>th</sup> May 2024 Min 24/69)*

## **ALLOTMENT AND GARDENS COMMITTEE INCLUDING HARTHILL with WOODALL IN BLOOM**

### **General**

- Membership of the Allotment and Gardens committee and its quorum will be determined by full council. No member of the Council shall be ex-officio, a voting member of this Committee.
- The Committee shall adhere to the standing orders of Harthill with Woodall Parish Council.
- The Committee membership will be made up of Councillors and Non-Councillors **(1)**
- The committee will be a standing committee of Harthill with Woodall Parish Council. The appointment of the committee will be considered at the Annual Meeting of the Parish Council who may decide to alter or dissolve the committee as required.
- The Committee will have delegated powers in relation broadly, to the day-to-day management of the allotments. It will have additional powers relating to the organisation and management of activities relating to Harthill with Woodall in Bloom - broadly to work with volunteers to maintain and improve flower beds and allocated Green Spaces in the Parish.

### **Membership – 11 Members**

**(To be elected annually at the Annual Meeting of the Parish Council each year)**

- The Allotment and Gardens Committee is to consist of 11 members - Councillors (Four), Allotment holders (Three) and members of the public should be represented (Four).
- Full Council shall, after it has appointed the members of the Allotment and Gardens committee, appoint the chairman of the committee. The Vice-Chairman is to be elected annually by the Allotment and Gardens Committee at the first meeting after the Annual Meeting of the Parish Council and shall hold office until the next Annual meeting.
- The quorum of the Committee is five (to include a minimum of three Councillors).
- Non-Councillors – Need to be eligible for co-option onto a committee **(2)**

### **Aims**

The Allotments and Gardens Committee will take decisions on:

- The management of all aspects of Harthill with Woodall Parish Council Allotments.
- The Management of 'Harthill with Woodall in Bloom' activities.

### **Objectives**

To provide effective and professional:

- Management and maintenance of Harthill with Woodall Parish Council Allotments.
- Management of 'Harthill with Woodall in Bloom' activities.

### **Meetings**

The Clerk will call an Allotment and Gardens Committee meetings at 7.00pm on the first Tuesday in February, April, June, September and November, with addition meetings if necessary. Members will be summoned to attend meetings which will be held in The Village Hall, Winney Hill, Harthill, S26 7YL and Public Notice of the meeting shall be given in accordance with Schedule 12, Para 10(2) of the Local Government Act 1972.

The meeting will be open to the public in accordance with Public Bodies. **(3)**

### **Documentation**

Minutes of all meetings will be recorded by the Clerk and circulated at full council meetings of Harthill with Woodall Parish Council. All resolutions and recommendations to full council shall be recorded in the minutes of the meetings.

A summary of any recommendation to Council will be read out by the clerk at the end of each meeting.

### **Accountability**

The Allotment and Gardens Committee will have delegated powers in relation to:

- The day-to-day management of the allotments.
- Management and spend of the Harthill with Woodall in Bloom budget and liaison with its volunteers.

### **Scope**

#### **Allotments – Non-Councillors may vote (4)**

- Liaise with the allotment representatives and allotment holders.
- Receive and respond to complaints or disputes in relation to the allotments and/or plot holders in accordance with the Council's complaints policy
- Review annually the terms of the allotment agreement, and Allotment policies and recommend any changes to full Council.
- Review annually the allotment fees and charges and recommend any changes to full Council.
- Maintain a schedule of all the plot holders and any vacant plots.
- Maintain a waiting list of potential plot holders in accordance with the Allotment Allocations Policy.
- Receive and respond to any requests for consents from plot holders: a. To keep livestock on allotment land. b. To erect sheds, greenhouses, or poly tunnels. c. To cut, prune, or remove trees or hedges on allotment land.
- To manage spend of the allocated allotment budget and provide a monthly summary with the minutes to full Council, following a meeting.
- Follow good practice in relation to health and safety matters and ensure that appropriate risk assessments are in place.
- To recommend a budget to the Responsible Financial Officer by the end of October each year, to allow for consideration within Council's overall budget.
- There is no delegated authority in respect to: selling land or setting the overall budget for Allotments.
- Any increases in rent or changes to Allotment policy will require ratification by full Council.

#### **Harthill in Bloom – Non-Councillors may give views but may not vote. (5)**

- To maintain a list of planting areas and liaise with Volunteers to ensure planted.
- To receive and answer any questions relating to planting
- To approve and send a letter to volunteers in respect to Summer and Winter planting.
- To manage spend of the allocated allotment budget and provide a monthly summary with the minutes to full Council. Spending to be related to the visual improvement of the village, including the planting of designated beds and hanging baskets.
- To decide whether to enter Yorkshire in Bloom on any given year.
- To recommend a budget to the Responsible Financial officer by the end of October each year, to allow for consideration within the Council's overall budget.
- There is no delegated authority in respect to: selling land or setting the overall budget for Harthill with Woodall in Bloom.

**Review**

The Allotment and Garden's Committee's terms of reference are to be reviewed annually at the first meeting after the Annual Meeting of The Parish Council.

- (1) S.102(3) of the 1972 Act Local Government Act provides that a local council can appoint persons who are not its members to committees
- (2) A person need not be qualified for election or for holding office as a member of a local authority under s. 79, Local Government Act 1972 but he/she must not be disqualified under s. 80 (s.104)
- (3) Admission to meetings act 1960, para 1(2)
- (4) S13(1) and (7) of the Local Government and Housing Act 1989 ('the 1989 Act – exception – The Management of Land owned or occupied by the Council.
- (5) Non-Councilors would be excluded from voting (By virtue of s.13(1) and (7) of the Local Government and Housing Act 1989 ('the 1989 Act').

Note - Non-Councillor members of a committee are subject to the council's code of conduct if they are entitled to vote on any question that falls to be decided at any meeting of the committee.