Woodbury Parish Council

(serving Exton, Woodbury and Woodbury Salterton)

Allotments Committee Terms of Reference

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

The terms of reference for this Committee are as follows:

Membership of the Committee shall consist of Two (2) members and Four (4) Plot Holders (2 W / 2 WS) 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 the Assets & Estates Committee or to Full Council or the Finance, Staffing & Policy Committee, does not have the Power to Spend.

The Terms of Reference for the Allotments Committee are:

- To carry out half yearly 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. There is a 3-stage letter process;
  a) Initial letter asking the plot holder to either improve the maintenance of their plot or to work a higher percentage of the plot as per the Agreement providing 21 days or advise of reason for plot not being up to standard.
  b) 2nd letter request providing 14 days for improvement of plot prior to second inspection otherwise the plot will be relinquished.
  c) Letter to confirm relinquishing of plot.
- 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 Assets & Estates Committee or Full Council.
- To forward recommendations to the Full Council or Full Council.
- To review the Terms of Lease Agreement and forward recommendations to the Asset & Estates Committee or Full Council.
- To arrange Allotment Competitions
- To consider plot holders requests.

Reporting

To Report to Assets & Estates Committee or Full Council.