

Carlton Parish Council

FOR THE ATTENTION OF THE ALLOTMENT WORKING GROUP

You are summoned to attend the meeting of the Allotment Working Group (AWG) on 12th October 2022 at 7pm, at Carlton Methodist Church.

Helen Phillips - Clerk to Carlton Parish Council

Agenda

10. Apologies for Absence

To receive apologies for absence and consider the reasons for absence.

11. Declarations of Interest

To receive disclosures of personal and prejudicial interests from Councillors on matters to be considered at the meeting.

12. Terms of Reference

To review the Allotment Working Group's Terms of Reference. (pages 2-3)

13. Waiting List and Tenants

To receive an update from the clerk regarding the current allotments waiting list and tenants.

14. Contract/ Rental Agreement

14.1 To review the current contract/ rental agreement.

14.2 To review the current rental charges.

14.3 To review the rules for the allotment tenants.

15. Layout of the Current Plots

To review the current layout of the allotment plots.

16. Facilities of the Allotments

To review and discuss the current facilities of the allotments.

17. Date and Time of Next Meeting

To consider the date and time for the next meeting.

Item 12

Allotment Working Group – Terms of Reference

1. Membership of the Allotment Working Group

- 1.1.** Membership of the Allotment Working Group shall comprise of three members of the Parish Council; to be reviewed and confirmed each year at the Annual Meeting of the Parish Council.
- 1.2.** Any changes in membership of the Allotment Working Group after the Annual Meeting of the Parish Council shall be subject to approval at the next full meeting of the Parish Council.
- 1.3.** Quorum for the Allotment Working Group shall be three members. If the meeting is or becomes inquorate no business shall be transacted and the meeting shall be closed.

2. Convening of Meetings

- 2.1.** Meetings of the Allotment Working Group shall be convened by the clerk.
- 2.2.** The convening of meetings shall be done in accordance with the Local Government Act 1972.

3. Chairing of Meetings

- 3.1.** The Chair of the Allotment Working Group shall be elected annually by the members at the first meeting held after the Annual Meeting of the Parish Council.

4. Clerk to the Meetings

- 4.1.** The clerk to the Parish Council shall act as the clerk of the Allotment Working Group.
- 4.2.** The clerk to the Parish Council shall issue the agenda to members.
- 4.3.** The clerk shall attend meetings when required by the Chair to report and to take notes.
- 4.4.** The clerk shall produce minutes when requested and issue them to the Working Group members for initial approval.

5. Approval of Minutes

- 5.1.** The minutes of the meeting shall be approved by the Group and issued to the Parish Council by the clerk for consideration for approval at the next Parish Council meeting.

6. Remit of the Allotment Working Group

- 6.1.** The Allotment Working Group shall annually review the Rules and Regulations of the allotments and recommend any amendments to the Parish Council.
- 6.2.** Any change to the rental pricing structure must be notifying in writing to the existing tenants, giving one full year's notice, after approval by the Parish Council.
- 6.3.** The Allotment Working Group shall review annually fee levels to be charged by the parish council for rental of allotment plots and recommend any amendments to the Parish Council.

7. Responsibilities of the Allotment Working Group

- 7.1.** The Allotment Working Group shall review all risks and Risk Assessments, and working practices, ensuring any unacceptable risks or shortcomings in assessment are addressed as soon as possible
- 7.2.** If any processes or procedures within the Allotments Risk Assessment change the Risk Assessment must be reviewed and updated.