

Carlton Parish Council

FOR THE ATTENTION OF THE ALLOTMENT WORKING GROUP

You are summoned to attend the meeting of the Allotment Working Group on 1st August 2023 at **6.30pm**, at Carlton Methodist Church.

Agenda

- 1. Election of Chair**
To elect the Chair of Carlton Parish Council's Allotment Working Group.
- 2. Apologies for Absence**
To receive apologies for absence and consider the reasons for absence.
- 3. Declarations of Interest**
To receive disclosures of personal and prejudicial interests from Councillors on matters to be considered at the meeting.
- 4. Terms of Reference**
To review the Allotment Working Group's Terms of Reference. (page 2)
- 5. Waiting List and Tenants**
To receive an update from the clerk regarding the current allotments waiting list and tenants.
- 6. Policy/ Document Review**
 - 6.1 To review the current contract/ rental agreement.
 - 6.2 To review the current rental charges.
 - 6.3 To review the rules for the allotment tenants.
 - 6.4 To review the Work Activity Risk Assessment form.
- 7. Allotments**
 - 7.1 To consider any suggestions and/ or concerns presented by attending tenants.
- 8. Date and Time of Next Meeting**
To consider the date and time for the next meeting.

Item 4

Terms of Reference

Membership of the Working Group

The Allotment Working Group should consist of four Councillors and the clerk, (and tenants as requested).

To be quorate and ensure that a scheduled meeting can take place three members of the Working Group must be in attendance.

Convening of Meetings

The Allotment Working Group will meet as and when required, at least once a year, to review the Council's allotments, facilities, rental rates, and rules.

The clerk will convene meetings, in conjunction with the Chair.

Chair of Meetings

The Chair will be appointed at the first meeting.

Notes of the Meetings

The notes will be provided to the Council at its next meeting, for information, with recommendations where appropriate.

Should the scheduled meeting be held within three days of the next Parish Council meeting, a verbal report will be given by the Chair of the AWG to update the Council of discussions, recommendations and resolutions from that meeting.

Remit of the Working Group

The Allotment Working Group will review the allotments and the rental agreement, including rental prices and rules, annually.

The Allotment Working Group will provide feedback to the Parish Council making recommendations where appropriate.