

HOLT TOWN COUNCIL

ALLOTMENT WORKING PARTY TERMS OF REFERENCE

Name

This Working Party will be called ALLOTMENT WORKING PARTY.

Aims and Objectives of the Working Party

The Working Party aims are to assist the Council in the management of the allotments, assist in writing policy and guidance and provide recommendations to full council on improvements and enhancements.

To discuss any disputes which may occur between tenants and recommend a suitable course of action.

To review allotment rents and charges on an annual basis.

Meetings

The working party will meet at least 2 times a year, and as and when needed in between. An agenda will be prepared for each meeting and action points written from each meeting. Action Points are presented to the next full council meeting by the Chairman of the Committee/ or the Clerk for adoption by the Council.

Decisions made by the Working Party should normally be by consensus at Working Party meetings. Where a vote is required, each member shall have one vote. A simple majority will be required to support any motion, The Chair will have one casting vote. Members shall vote by show of hands.

Membership

The Working Party will be made up of 3 councillors. A Chairman for the year, will be elected at the first meeting and then thereafter at the first meeting following the Annual Parish Council Meeting.

Members of the Group will work together for the benefit of their community and treat other members of the Group with respect, allowing Members to air their views without prejudice and interruption.

Finance

The Working Party will have no budget. All expenditure will be approved by Holt Town Council, any grant funding received will be awarded to the Town Council and managed by the Clerk.

Distribution of Terms of Reference.

A copy of the Terms of Reference shall be given to each member of the Working Party. The Clerk shall ask each member to sign a declaration of receipt of this document (or any superseded version).

Working Party TOR agreed by full council on

Review date