

BARROWBY PARISH COUNCIL ALLOTMENT COMMITTEE: TERMS OF REFERENCE

1. NAME.

The Committee shall be known as the BARROWBY PARISH COUNCIL ALLOTMENT COMMITTEE (hereafter BPCAC).

2. OBJECTIVES.

The BPCAC is established to manage, maintain and improve the Allotment site on The Drift, Barrowby on behalf of the Parish Council; to apply the Allotment Policy as approved by the Parish Council and to make recommendations to Barrowby Parish Council about amendments to the Allotment Policy and any major issues regarding maintenance or security.

3. MEMBERSHIP.

The BPCAC is run for the mutual benefit of Barrowby Parish Council and the tenants. This must contain a minimum of 8 members. Unless otherwise determined a quorum shall be not less than four members.

Initial membership of the BPCAC will be agreed between the BPC and the BGA. The BPC members will be a minimum of Chair and Vice-Chair (ex-officio), and plot holders who are members of the BGA Committee (number to be agreed.)

The membership of the BPCAC comprises those individuals elected annually at the Annual Parish Council meeting in May. Membership will be recommended by the BPCAC to the Parish Council. The membership will comprise a minimum of a Chairperson, Vice-chairperson, Secretary and Treasurer.

In addition, the Chairman and Vice-Chairman of the Parish Council will be "ex-officio" members of the Allotment Committee and the BPCAC may recommend the membership of other BGA Committee members or tenants. Ex-officio members have voting rights. There is no requirement for the BPC ex-officio members to have to be plot holders.

If it deems that such a move is in the best interests of allotment plot holders and the Parish Council, the Parish Council may alter the membership of the Allotment Committee or dissolve it entirely. In the event of such an alteration of the membership the BPCAC will be given the opportunity to propose replacement members.

In the event of a member or officer leaving their position during the course of the year the position will be filled by a person recommended by the BPCAC subject to approval by Barrowby Parish Council and they will hold that position until the elections held at the Annual Parish Council meeting the following May.

4. MEETINGS AND REPORTING OF ACTIVITIES

The BPCAC will meet as and when it sees fit, upon the request of any two of the Committee Members, following the issue of a summons and agenda by the Parish Clerk but, in any case, on a minimum of a quarterly basis. Additional meetings will be deemed to be meetings of the BGA and will be referred to and recorded as such.

In accordance with Parish Council Standing Orders the Agendas for the BPCAC meetings must be issued and made available to the public at least three working days before the date of the meeting.

In March each year, the BPCAC will prepare an annual report to summarise the work undertaken in exercise of its delegated powers for consideration by the Parish Council.

All meetings of the BPCAC can be attended by members of the public.

Signed minutes of the quarterly meetings will be retained by the Clerk as part of the official records of the Parish Council. Copies will be distributed by email to the BPCAC before circulation to the Parish Council.

Minutes will be published on the Parish Council website and on the noticeboards.

5. ROLES & RESPONSIBILITIES

Responsibilities of the BPCAC are: ('include implies non-specified issues').

5.i The day-to-day management of the site.

The BPCAC will deal with a dispute that cannot be resolved by tenants. As a last resort, or if the dispute goes to appeal, the matter can be heard by a panel of BPC, the members of which will have no material interest in the allotments or plot holders.

5.ii Collecting rents

Payment of cash can be made to the Parish Council through any Post Office. The important matter is to ensure that sufficient records are kept to relate any cash credits to the payer. Other payments that will be made to the BPCAC for inclusion to the BPC Budget Head can also be paid via the Post Office.

5.iii Resolving plot holders' disputes

5.iv Recording the use of water,

5.v Encouraging environmentally beneficial practices among plot holders (e.g. restricting use of chemical applications) including recycling opportunities.

5.vi Maintaining records of plot holders, their contact details and their addresses which should be made available to the Parish Clerk if requested.

5.vii Maintaining a waiting list of potential plot holders

5.viii Allocating plots to plot holders.

The offer of an allotment and the granting of a tenancy will be made in the name of the BPCAC to facilitate any enforcement that might become necessary as a last resort. A contract with a statutory body is less likely to be ignored and if necessary the BPCAC can resort to law.

5.ix Ensuring that plots are maintained in a suitable state to avoid annoyance of neighbouring plot holders

5.x Maintaining communal roadways, footpaths and boundaries within the allotment site.

This refers to site rather than plot paths and boundaries. We need to identify the boundary and who has the responsibility for, for example, the hedge adjoining The Drift. A plan of maintenance for the boundary will be agreed prior to the change in management structure.

5.xi The management of communal waste products/containers

5.xii The management of disciplinary issues involving plot holders

- 5.xiii The enforcement of the Allotment Policy and any approved rules and regulations
- 5.xiv The care, repair, décor, security and usage of the lock up
- 5.xv The BPCAC must work in partnership with the police authority to deal with any anti-social behaviour or vandalism to the Allotments, keeping the Parish Clerk promptly informed of any issues and updates.

6. FINANCES

The BPCAC will produce a business plan for the operation and maintenance of the Allotments for the forthcoming financial year. The plan will be produced annually and submitted to the Parish Council by November in the preceding year. The document will guide both the BPCAC's Income and Expenditure as well as informing the budget allocation of the Parish Council for the following financial year.

The business plan will cover the income and expenditure for the allotments for the next year and (in draft form) the following two years. <Year 1 will be the plan for the next financial year, Year 2 the year after and year 3 the year after that. The following year the initial Year 2 business plan will be firmed up and become the plan for the next financial year and the Year 3 becomes the Year 2 and a new year 3 is created.

The BPCAC will determine the level of allotment fees to be charged to plot holders.

The BPCAC, in consultation with the BGA, will be responsible for the determination of the charges to be levied to the tenants to cover all those areas that are currently charged by the BGA (rent, water, NAS membership and administration fees) PLUS any others that are deemed appropriate. The BPCAC will take account of the recommendations and comments from the BGA before setting any charges.

The BPCAC will collect the rent and any other charges relevant to Barrowby Parish Council and ensure that these are passed to the Parish Clerk for banking. Such income will be applied to the Allotment budget head of the Parish Council and will normally be used for expenditure only on the Allotment site. The BGA will be responsible for those items of income relating to their own activities.

Barrowby Parish Council cannot guarantee "ring fencing" as it is responsible for all the assets in its possession. Barrowby Parish Council therefore cannot give an absolute guarantee to ring fence resources.

The Parish Clerk will raise purchase/works orders and issue invoices on behalf of the BPCAC and will be responsible for banking all income and reporting said income to the next meeting of the Parish Council and the BPCAC.

'All income' here refers to the income from fees to tenants. Income and expenditure from BGA activities will be dealt with by the BGA as part of their 'members benefits' activities and any invoices or banking related to BGA activity dealt with separately.

The BPCAC's proposed expenditure for each month will be included in the Parish Council agenda for approval. The Parish Clerk will process all payments on behalf of the BPCAC.

If the proposed expenditure is compliant with the previously agreed business plan and is within the provisions of Financial Regulations and any expenditure allowances granted by the BPC to the BPCAC, the Clerk will place any order for expenditure on behalf of the BPCAC. Financial Regulations stipulate that all Parish Council expenditure over £1000.00 must be subject to three quotations. All expenditure must be made through the Proper Officer or Finance Officer (i.e. the Clerk)

The BPCAC is responsible for its own insurance and plot holders will need to ensure they have their own public liability insurance cover available either through their personal house insurance or the NAS.

BPCAC members only are covered by the Barrowby Parish Council insurance, not tenants. Barrowby Parish Council insurers will not cover a third-party risk so plot tenants will need their own insurance (which NAS can provide). The Barrowby Parish Council cover is for public liability where the Barrowby Parish Council and its' members are deemed negligent.

The BPCAC will recommend to the Parish Council the spending of such sums as it thinks fit on the improvement of the Allotments. The BPCAC may undertake works of a minor nature or works required to maintain and operate the Allotments without reference to the Parish Council in accordance with the Parish Council's financial regulations which will be authorised by the Parish Clerk.

The assets of the BPCAC remain in the ownership of the Parish Council.

Future assets will become the property of the BPC if they are purchased by the BPCAC.

In March each year, the BPCAC will prepare an annual report to summarise the work undertaken in exercise of its delegated powers for consideration by the Parish Council.

Approved at the Parish Council meeting held on 8th November 2021.

Signed..... Parish Council Chairman

Date.....

Signed..... Allotment Committee Chairman

Date.....

This policy was reviewed and approved by the Council at the Annual Parish Council meeting held on 15th May 2023.

Reviewed and approved May 2025

Review date May 2026.