



## **Allotments Working Group Terms of Reference**

To formalise the relationship and communication between the allotment holders, Desford Allotment Gardens Association (DAGA) and the Parish Council. To promote the allotments and ensure good governance on behalf of the Parish Council. The Working Group will at all times act on behalf of and in the interests of the Parish Council and the allotment holders

1. The Working Group will comprise a maximum of 4 councillors and 4 plot holders.
2. A councillor will be elected as Chairman at the first meeting following the Annual Parish Council Meeting
3. The quorum is 3, one of whom must be a councillor.
4. Meetings will normally be held monthly at 7.30pm on the 1<sup>st</sup> Tuesday in the month between April and September and at other times during the winter as necessary, unless all members agree to a different day/time.
5. Notes will be kept of all meetings and sent to the Clerk within 7 days of the meeting.
6. Monthly inspections of the allotments will take place from April to September inclusive. This to be carried out by members of the Working Group, one of whom must be a Councillor. The reports to be sent to the Clerk.
7. Ensure that any inspection follow-up letters are circulated to members of the Working Group before being posted/delivered by a councillor.
8. The Working Group will manage the allocation of vacant allotments.
9. The Working Group will issue the annual renewal letters to allotment holders in late November/December
10. The Working Group will:
  - a. be a conduit for communications with the Parish Council and the first point of contact to resolve any issues.
  - b. advise allotment holders of the Allotment Rules.
  - c. review the Allotment Rules annually and make recommendations to the Parish Council
  - d. make recommendations and advise the Parish Council on maintenance and improvement work and, if approved, organise quotes to be sent to the Resources Committee
  - e. make recommendations to the Parish Council for grant applications for projects they consider beneficial.
  - f. carry out a Risk Assessment and review the safe operation of the allotments annually.

Adopted: 20<sup>th</sup> September 2023