



## **TERMS OF REFERENCE FOR WEDMORE PARISH COUNCIL'S ALLOTMENTS FACILITIES AND FOOTPATHS COMMITTEE**

### **MEMBERSHIP**

- Up to 8 Councillors to include the Chair or Vice Chair of the Committee.
- Chair, Vice Chair and membership of the Committee will be decided at the Parish Council Annual Meeting.

### **QUORUM**

- A Quorum will be 3 Councillors to include Committee Chair or Vice Chair.

### **MEETINGS**

- The Committee will meet twice per year, at the Allotments or in the Parish Rooms, if this is not possible will meet via Zoom or similar.
- The Clerk will minute all meetings of the Committee and the minutes will be submitted to Councillors for adoption at the next full Parish Council meeting.

### **PURPOSE.**

- The Committee is established to consider all Allotment, facilities and footpaths matters.

### **POWERS AND RESPONSIBILITIES**

- To maintain an overview of allotment allocation / take up and waiting list to ensure maximum utilization of the facility
- To carry out minimum 3 times annually (or as required in case of feedback) with at least 3 councillors in attendance, an inspection of all

plots, reporting back to tenants either directly or via clerk, where attention is required.

- To prepare annually a budget for costs incurred, to be submitted to the Finance committee no later than the end of October.
- To regularly review (minimum every 2 years) Allotment rules to ensure they are current and fit for purpose. Updating and circulating to tenants as required.
- To review annually income against expenditure, including benchmarking of allotment fees to ensure they are correctly fixed. Propose and implement rent increases if necessary.
- Ensure PC responsible site maintenance is carried out as necessary by approved contractors, within budget. Unbudgeted costs to be approved by the council before proceeding.
- Organise and chair annual allotment tenants meeting. Review feedback and action if necessary.
- To be the focal point for local footpath issues within the Parish via the councillor responsible for footpaths / footpaths officer, relaying to relevant authorities as required.
- To attend as necessary any relevant training sessions as offered by S.A.L.C. (and to read all relevant documentation to ensure the Committee is aware of current legislation and regulations.)
- To always consider Wedmore PC commitment to / and contents of the Green Charter in the committees' decision making process.

Date of Issue 18 November 2021

Date of next review November 2023