

EUXTON PARISH COUNCIL

ALLOTMENT COMMITTEE

Status

The Allotment Committee will be a Standing Committee, not a project committee, as it will be required in the future, when the site is up and running to be still active.

Responsibilities

The Allotments committee of the Council is tasked:

- To progress the identification, creation and building of an allotment site
- Fulfill all the requirements needed to carry out this project such as
 - Seek assistance through Personnel Committee for officer assistance
 - Investigate and obtain suitable professional advice
 - Obtain planning, and any other, permissions required
 - Set out future procedures to handle tenants and policy documents
 - Set out costs of project and site running costs
- Put in systems and mechanisms for the future running of the site

Objectives

- Provide an allotment site for residents of Euxton
- Put in place all the necessary legal agreements, processes and statutory compliance measures required to run an allotment site, including tenancy agreements, security measures, H&S measures, and such other required items
- Report to Council its progress
- Set out future requirements and remits of the committee
- Seek grant funding or support where possible

Delegation and Finance

The Allotment Committee has delegated responsibility, granted by Council, to achieve its responsibilities and objectives.

All legal agreements and decisions involving long term commitment by the Council will be taken to Full Council, eg, the Lease agreement.

Therefore the Committee is empowered by Council, to deal directly with all relevant bodies at Borough, County and Regional levels, and with applicable granting or funding bodies, all appertaining to the Committee's responsibilities and objective.

The budget for the Committee is named 'Allotment' but, the construction/infrastructure elements of the project will come from CIL receipts and a request to Council will be made when these figures are revealed.

The Committee is to prepare a budget proposal, for any major/new/additional projects items which, in the Committee's opinion, should be referred to Full Council for consideration and approval at the Precept meeting - as per the Council's Standing Orders.

Meeting Procedure

The Committee will abide by the Council's agreed Standing Orders in relation to Committees.

- The Chairman of the Committee will instigate the meetings in liaison with the Clerk over matters which need to be considered
- Members of the Committee will receive an agenda and papers for each meeting convened
- All other Councillors can view the agenda online, papers would be available on request

Quorum and Membership

- The Committee will consist of the recommended numbers set by Full Council
- A quorum for meetings shall be three
- Membership of the Committee is confirmed at the Annual Meeting of the Council (in May)
- If a resignation from the Committee will affect its ability to function (ie, membership drops below its minimum) the matter will go to a Full Council meeting for an additional member to be appointed to that Committee