

BERKHAMSTED TOWN COUNCIL

ALLOTMENT WORKING GROUP (AWG)

Terms of Reference



1. Status

The AWG is appointed by and reports to the Town Council.

2. Membership, Quorum and Voting

The AWG will consist of three councillors (or substitutes in their absence) and three allotment representatives, one from each of the three sites. These members will each have a single vote. Substitutes for each site representative may also vote.

The Chair of the AWG will be a councillor and will be appointed by the council. The Chair has a casting vote.

Allotment representatives to the AWG, and one substitute representative for each site will be nominated annually by the AWG. In the event of a vacancy arising nominees will be sought from existing tenants.

3. Co-options

The AWG may co-opt other non-voting representatives as it thinks fit, to provide advice and information.

4. Aims and Objectives

- The level of rent and water charges to be applied on an annual basis, from the following 29th September of each year, is the remit of full council.
- Decisions relating to the administration processes of the allotments is the remit of the office. Staff, councillors, and a named allotment representative may meet on an ad-hoc basis to decide upon urgent operational matters, which will then be approved by full council.
- Allotment representatives will notify the office of non-compliance with the tenancy conditions and will recommend appropriate action, with the office making the final decision.
- Both the allotment representatives and the finance and allotment officer will maintain an accurate waiting list record. The finance and allotment officer will endeavour to send a copy of the office list to the representatives monthly, to ensure there are no discrepancies.
- The AWG may be advised of changes to statutory requirements on matters of policy related to allotment land in Berkhamsted and may be consulted on other allotment-related matters at the discretion of the council.
- Tenancies will be granted by the town council and recorded by the Finance & Allotment Officer. Tenancies will be restricted to residents of the Parish of Berkhamsted.
- Rents will be paid to the town council. Invoices related to all allotment matters will be authorised in accordance with its Financial Regulations.

5. Budget

The AWG will be allocated an allotment maintenance budget and may determine expenditure within that budget, although final decision on spend rests with full council.

6. Meetings

The AWG will meet generally three times per year. Other AWG meetings may be convened as necessary, for the proper conduct of its affairs.

The notes of each meeting will be taken by an officer of the council for adoption at the next full council meeting.