

Blisworth Parish Council

Allotment Working Group – Terms of Reference

1. Purpose, Responsibilities and Areas of Operation

The purpose of the Working Group is to assist the Parish Council in matters of Allotment management and planning for the Blisworth Parish Council Allotments situated off Courteenhall Road. The group has no decision-making authority on behalf of Blisworth Parish Council. Its role is to consider and advise the Council on Allotment matters and to recommend plans and actions. The Allotment Working Group will meet as and when required, at least once a year, to review Blisworth Parish Council's allotments, including but not limited to:

- Allotment facilities
- Fees and charges
- Tenancy agreements
- Liaise with allotment plot holders
- Consider budgetary needs
- Listening to allotment holder complaints and issues and making recommendations to resolve
- Gather the views of allotment holders and publish through the clerk surveys to gather opinions.

2. Powers

- The Allotments working group cannot make decisions on behalf of Blisworth Parish Council and any recommendations made by working parties will be subject to approval by the full Council or suitably authorised committees.

3. Membership

- The Parish Council will annually appoint a Working Group Lead Councillor and Core Members.
- The Parish Clerk will be a Core Member.
- Meetings will have a minimum of two core members present.
- All Councillors will be informed of the date, time and venue for Working Group Meetings and may attend meetings at their discretion.
- Other persons may be included in the Working Group meetings at the discretion of the Lead Councillor. The working Group may also call on expert help and opinion at its discretion. Any payments for assistance must have prior agreement of the full Council.
- Tenants of the allotments that have paid their fee are welcome to attend the meeting to air their views and opinions.

4. Leader

- The leader of the working party will be appointed by full Council. The leader will be the working party's main point of contact for Council staff, Council members and members of the public.

5. Meetings

- Meetings will be held on an ad-hoc basis and be called by the Working Group Lead Councillor.
- Meetings are not formal and Standing Orders will not apply. The Lead Councillor will draw up an agenda for each meeting. This must include any matters that the full Council has directed to be considered.
- The matters considered, conclusions and recommendations of each meeting will be reported to the full Council by the Working Group Lead Councillor at the full Council's next meeting.

Version	Details of any revision	Approved at	Date	Review Date
1	Initial draft	BPC Meeting 05/08/2024 Minute Point BPC121/24-25, (b).	05/08/2024	May 2025