Broughton Parish Council Version 2 amended 13/3/18

**Allotment Task & Finish Group**

**Terms of Reference**

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| Name of group | Broughton Parish Council Allotment Task & Finish |
| Purpose of the group | * To advise the Parish Council on matters pertaining to the Allotments in preparation for the new lease to be in place by 30/9/18
* To advise the Parish Council on the most appropriate working group arrangements after 1/10/18
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| Expected timeframe | * Initial meeting 1/3/18 to complete the work for the PC meeting scheduled for 18/9/18
* Meetings to be organised as required
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| Membership  | * Chair of PC shall chair the Task & Finish group
* 2 or 3 allocated members of Parish Council
* 1 or 2 x Coldgill representatives
* 2 x Nook representatives
* 1 x Secretariat Function Officer

Parish Council will nominate their representativesNominations and elections will occur for Allotment holder representatives  |
| Values of group | * Desire for Broughton Parish Council to have successfully managed and maintained allotments that contribute to the well- being of the community
* Respect each other’s views by listening and being constructive
* To attend , read papers and prepare for each meeting
* To canvass opinion before decisions are taken in a positive and constructive manner
* To have a ‘can do’ mentality
* To observe confidentiality where required
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| Key aims | * To implement the new lease
* To work towards break even budgets over period of time not greater than 5 years
* To establish agreed management of the allotments with identified responsibilities
* To develop an allotment handbook that compliments the lease
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| Key objectives | * To consider the allotment expenditure and make recommendations as to best cost effective practices
* To consider fair apportionment of income
* To consider how any increases can be appropriately managed
* To consider the accuracy of the measuring
* To consider how allotment holders can contribute to the day to day management of the allotments
* To work on the content of a handbook
* To hold a successful training event in June 2018
* To suggest the TOR for the working/task & finish group after 1/10/18
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| Meeting structure | * Chair of BPC will chair the meetings
* A note taker will be identified
* Terms of reference in place
* Agenda prepared for each meeting
* Action notes of meeting to be recorded and available for viewing
* Paper of Recommendations to be prepared for distribution with Full Council Meeting Papers for ratification
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| Reporting responsibilities | * Notes of the meeting will be available for BPC
* Key items for discussion and decision making at BCP will be identified
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| Review proposes | * The effectiveness of the task & finish group will be assessed on the progress towards the key aims
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| Termination of task & finish group | * This will be at the close of business for reporting on 18/9/18
* The group can be terminated by a resolution of BPC at any meeting if there is sufficient evidence that the group is not working to agreed agenda and /or is being obstructive to progress
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| Items to delay until October  | * To arrange to host the proposed Allotment Association workshop
* To host this event in partnership with Allotment association
* To possibly expand the handbook for others to use
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| Date of implementation | 1/3/18 |