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 |
| 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 |
| 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 representatives  Nominations 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 |
| 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 |
| 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 |
| 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 |
| Reporting responsibilities | * Notes of the meeting will be available for BPC * Key items for discussion and decision making at BCP will be identified |
| Review proposes | * The effectiveness of the task & finish group will be assessed on the progress towards the key aims |
| 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 |
| 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 |
| Date of implementation | 1/3/18 |