Broughton Parish Council

**Allotment Task & Finish Group- November 2018 onwards**

**Terms of Reference**

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| **Name of group** | **Broughton Parish Council Allotment Task & Finish Goup** |
| Purpose of the group | * To advise the Parish Council on matters pertaining to the ongoing management of the Allotment sites (Coldgill & Nook) * To advise the Parish Council on the most appropriate working group arrangements related to the Allotments based upon an annual review undertaken in Oct/Nov yearly. |
| Expected timeframe | * Ongoing to support the Parish Council in its role as Allotment Site holder * Meetings to be organised as required every 8-10 weeks. |
| 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 will occur for Allotment holder representatives, if nominations are contested an election could be called |
| 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 monitor, maintain and proactively manage the Allotment sites * To work towards break even budgets over period of time not greater than 5 years (Commencing 1st Oct 2018) * To establish agreed management of the allotments with identified responsibilities * To maintain and foster positive communication pathways with any relevant representative groups from the Allotment Community (E.g. Allotment Friends Group) |
| Key objectives | * To consider the allotment expenditure and make recommendations as to best cost effective practices * To consider fair apportionment of any surplus/capital repairs required * 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 respond to training needs identified as required. |
| 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 BPC will be identified |
| Review proposes | * The effectiveness of the task & finish group will be assessed on the progress towards the key aims on an annual basis. |
| Termination of task & finish group | * 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 |
| Date of implementation | 12/11/18 |
| Date of revisions | 24/2/22- Removal of reference to creation of a handbook |