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.
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| 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.
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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 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
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| 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)
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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 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.
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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 BPC 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 on an annual basis.
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| 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
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| Date of implementation | 12/11/18 |
| Date of revisions | 24/2/22- Removal of reference to creation of a handbook |