

Tintwistle Parish Council
Terms of Reference for the Allotments Working Party

These Terms of Reference were adopted by the Parish Council on 12th September 2023.

Purpose: To act on behalf of the Parish Council and with the Clerk of the Council to ensure that all allotment plots are well maintained and that tenants comply with the Terms and Conditions as determined by the Parish Council

Scope: The Working Party will act only in relation to those allotments which are directly managed by TPC within the TPC boundaries.

Authority: The Working Party has the authority to carry out regular inspections of all allotments and the extent to which they meet the agreed Terms and Conditions, advising on any changes and suggestions regarding best practice in relation to use of the allotments.

Membership: The Working Party shall be comprised of the following 4 members:

- A Chair who is a TPC councillor and has a good working knowledge of best practice in relation to the use and management of allotments
- Two representatives from the Arnfield and/or Conduit sites who are TPC councillors
- Ideally, two representatives of the Tintwistle Allotment Gardeners' Association (TAGA), one for Arnfield and one for Conduit Street

Meeting Arrangements: The Working Party shall meet a minimum of 3 times per year.

Reporting: To report to members of the Parish Council two times per year (Autumn and Spring) and produce an annual report to present at the Annual Parish Meeting and distributed to individual tenants.

Resources and Budget: The Working Party will advise TPC on the effective use of the total allotment fees collected each year (but it is not mandatory that 100% of the fees must be spent on allotments).

Deliverables

- To carry out two inspections a year:
 - March in time to be reported at the April Council Meeting,
 - August in time to be reported at the September Council Meeting, giving time for the Clerk to advise Tenants of any changes in readiness for paying the annual rents in October and distribution of any changes to the Terms and Conditions
- To make annual proposals on the use of allotment fees/funds for the improvement of the allotment sites
- To advise on those tenants whose allotments require immediate attention and ensure a letter is sent forthwith
- To advise on those tenants whose allotments require some attention and who are at risk of receiving a letter
- To receive suggestions and ideas from allotment holders for consideration, making proposals to members of the Parish Council as appropriate
- To carry out a consultation every two years with current tenants on effective management of the allotments

Review: As with all Council committees, the Committee's operation and membership shall be reviewed annually at the Annual Council Meeting.