



ANDOVER TOWN COUNCIL ALLOTMENTS COMMITTEE

TERMS OF REFERENCE

Structure and Quorum:

The Committee will comprise of up to 9 Members, and shall appoint elected Members as Chairman and Vice-Chairman **annually**.

The Committee will meet **as and when the Town Clerk advises that it is necessary, but** at least **3 6** times per year.

The quorum of the Committee shall be Three (3)

Responsibility:

To address and formulate policy, for consideration by Council for Allotment provision in Andover.

To agree **the** maintenance works **giving regard to the** [Allotments Maintenance Strategy](#), develop partner relationships with other local organisations for the provision of leisure gardens in Andover and monitor and maintain the Budget for allotment provision.

To develop, monitor and or review the following and make recommendations to full Council as per Standing Orders:

To have delegated authority to carry out the following:

1. To approve maintenance works for the provision of the Allotment Service, within the Allotments Budget **up to a maximum of £5000 per item**.
2. To monitor day to day maintenance within the Budget and to **agree recommend** Capital Expenditure **to Full Council if that expenditure exceeds £5,000**.
3. To investigate further areas for allotment provision in Andover.

Finance

1. To monitor **spending with a view to reducing the budget required and be responsible** for the following Budget Heads and approve expenditure accordingly in line with the Financial Regulations **clauses 4.1 and 4.2. :**

4500 – Allotment Service
3050 – Allotment Rents
3051 – Allotment Deposits

Urgent Matters

To provide any two elected members, normally the Chairman and the Vice Chairman of the Allotments Committee to be consulted by the Town Clerk to deal with urgent matters in relation to the Terms of Reference of the Allotments Committee which may have a legal or financial implication for the Council and time restraints prevent the normal arrangement of a Council or Committee meeting.