



## ANDOVER TOWN COUNCIL

### ALLOTMENTS COMMITTEE

#### TERMS OF REFERENCE

This Committee will comprise of up to 9 Members of the Council.

The quorum of the Committee will be 1/3 its Membership + 1.

The Committee shall appoint an Elected Member as its Chairman The Committee shall appoint an Elected Member as its Vice Chairman The Committee will meet at least 6 times per year or as required.

#### Terms of Reference

To address and formulate policy, other than that determined by Council, for consideration by Council for Allotment provision in Andover, agree maintenance works, 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
2. To monitor day to day maintenance within the Budget and to agree Capital Expenditure
3. To investigate further areas for allotment provision in Andover

#### **Finance**

1. To be responsible for the following Budget Heads and approve expenditure accordingly:

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.