



# ANDOVER TOWN COUNCIL ALLOTMENTS COMMITTEE

## TERMS OF REFERENCE

### 1. Structure and Quorum

**The Allotments Committee is a Standing Committee of Full Council.**

**The Committee shall:**

- Comprise up to nine (9) elected Members;
- Appoint a Chairman and Vice-Chairman annually;
- The quorum of the Committee shall be Three (3).

**Meetings shall be:**

- Agreed within the Council's calendar of meetings; and
- Convened by the Proper Officer in accordance with Standing Orders.

### 2. Purpose

- To oversee the provision, maintenance and development of allotments in Andover;
- To ensure services align with the Council's Business Plan and Allotment Strategy;
- To provide strategic oversight of allotment services and delivery.

### 3. Scope of Delegated Authority

The Committee operates under delegated authority from Full Council.

#### 3.1 Allotment Service Delivery

To develop and review allotment policy and make recommendations to Full Council;

**To oversee maintenance works and service delivery in accordance with the Allotment Strategy and approved budgets;**

- To ensure compliance with Allotment Rules and Regulations and tenancy agreements;
- To ensure alignment with relevant legislation and Council policies.

#### 3.2 Financial Authority

**The Committee may, within its delegated authority:**

**Approve expenditure up to £5,000 per item, provided it is:**

- Within the approved budget; and
- Compliant with Financial Regulations (including procurement requirements)
- Monitor all expenditure against budget;
- Recommend to Full Council any capital expenditure or items exceeding delegated limits.

#### 3.3 Budget Management

**The Committee shall:**

- **Monitor and manage the following budget heads:**
  - **4500 – Allotment Service**
  - **3050 – Allotment Rents**
  - **3051 – Allotment Deposits**
- Ensure expenditure remains within approved budgets;
- Report financial variances as required.

#### 3.4 Policy and Strategy

- To review and recommend changes to allotment policies;
- To ensure services align with the Business Plan and Allotment Strategy;
- To refer policy matters to Full Council where approval is required.

### 4. Matters Reserved to Full Council

The following matters shall be referred to Full Council:

- New allotment sites or significant expansion;
- Capital expenditure above delegated limits;
- Strategic or policy changes;
- Any matter required by Standing Orders or Financial Regulations.

#### **5. Reporting**

- All decisions shall be formally minuted;
- Key decisions and recommendations shall be reported to Full Council;
- Financial matters may also be referred to Policy & Resources Committee where appropriate.

#### **6. Governance and Procedural Requirements**

- Members shall comply with the Code of Conduct;
- Meetings shall follow Standing Orders;
- All decisions shall be recorded by the Proper Officer;
- The Committee shall operate within its delegated authority.

#### **7. Urgent Matters**

Two Members (normally the Chairman and Vice-Chairman) shall be consulted by the Town Clerk on urgent matters within the Committee's remit.

All urgent decisions:

- Must comply with Standing Orders and Financial Regulations;
- Must be within delegated authority;
- Shall be reported to the next Committee meeting.

#### **8. Business Plan**

The Committee shall have due regard to the Council's Business Plan and act within its priorities.