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 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, and monitor and maintain the Budget for allotment provision.
- To develop partner relationships with other local organisations for the provision of leisure gardens in Andover.
- 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 recommend Capital Expenditure to Full Council if that expenditure exceeds £5,000.
3. To investigate further areas for allotment provision in Andover.
4. The Committee should have due regard to the Business Plan and act within its intent in its area of competence.

Finance

1. To monitor spending with a view to reducing the budget required 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.