

HELMDON PARISH COUNCIL



Allotments Working Group TERMS OF REFERENCE

Authority

The Allotment Working Group is appointed by and solely responsible to Helmdon Parish Council.

The Working Group duties are defined and agreed by the Council who may vote at any time to modify the Working Group's powers. The Working Group is not required to hold meetings unless they feel it necessary. Summary reports of the Working Group activities and recommendations will be submitted to the Full Council for consideration and approval when needed.

Membership

The Parish Council will appoint three elected councillors as members of the Working Group at their Annual Meeting.

At the first meeting following the Annual Meeting of the Council the Working Group elects a Chair to preside at its future meetings and may elect a Vice Chair. These are re-elected annually.

Record of Proceedings

Notes of meetings should be taken to record the Working Groups recommendations which should be circulated to all Councillors. The council should be given a report at the next Full Council meeting

Responsibilities

Primary Purpose: To monitor the running of Helmdon Parish Council's allotment site, and to make recommendations for improvements to the Full Council.

Note: The day to day management of the allotments including administration of tenancy agreements and requesting/monitoring payments is the responsibility of the Clerk

1. To make recommendations for activities beyond the normal budget as required for approval by Full Council
2. To inform the Clerk of any concerns or issues that arise about the allotments and discuss possible solutions
3. To hold frequent inspections of the allotment site and monitor cultivation
4. To be responsible for ensuring that there are no breaches of the allotment terms and conditions
5. To make arrangements to keep the whole site safe and accessible, and address any issues that may arise

Commented [KB1]: Will these be the Working Group or the Clerk, or both?

Date: 28th January 2026

Date for next review: Jan 2028