

# BRICKHILL

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## PARISH COUNCIL

### **Allotment Committee**

#### **Terms of Reference**

The Allotment Committee will consist of a minimum of four parish councillors and at its first meeting after the Annual Meeting of the Parish Council in May shall appoint a Chairman. The appointed Chairman shall hold office for the coming year. A quorum will be a minimum of three parish councillors.

The committee is responsible for undertaking the following powers, duties and functions on behalf of the parish council as follows:

1. To advise on the appointment of maintenance contractors and monitor and review works undertaken
2. To review and make any necessary amendments to the allotment strategy, handbook and tenancy agreement.
3. To keep under review opportunities to secure funding support from external sources.
4. To recommend and approve any expenditure necessary for works (within the yearly budget).
5. To make recommendations, if necessary, to the Parish council for additional expenditure which cannot be funded from within the annual budget.
6. To prepare an annual budget for review by the council's finance working group in November each year and monitor expenditure against the annual budget approved by the council.

1<sup>st</sup> May 2025