

Allotments Working Group Terms of Reference

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| Authority reference: | Minutes: 21/344 Full Council 14th February 2022 |
| No. of members of Working Group | 5 |
| Quorum: | 1/3rd and no less than 3 |
| Reporting to: | Town Management Committee |
| Frequency of meetings: | as necessary |
| Members: | Cllrs Cloke, Keene, McCollum, Proszowska & Mr J Hannay |

The Allotment Working Group is composed of people elected by Full Council. The Mayor and Deputy Mayor are ex Officio of this working group (with voting rights).

1. The Quorum for this working group shall be 3 members or 1/3 of the Working Group members.
2. The working group will consider all matters concerning Honiton Town Council's statute as Allotment Authority for the parish of Honiton as set down in the Small Holdings & Allotment Act 1908 s.23.
3. The working group will be responsible for all matters relating to:
 - The sourcing of allotments and allotment gardens through either lease, and/or purchase of land(s), subject to approval of necessary funding from both the Finance Committee and Full Council, to satisfy parish demands as set down by the Small Holdings & Allotment Act 1908.
 - The management of any existing, and future, council owned, and/or leased land allocated solely for the use of allotments and allotment gardens, as agreed by Full Council.
 - To be the advisory body relating to the Council's allotments and allotment gardens within the parish of Honiton.
4. The working group is authorised to invite and co-opt other councillors not currently members of the working group and members of the public, to attend scheduled meetings of this working group for the purpose of providing advice and/or information as and when needed.
5. The working group will consider rents and fees for persons or groups using the allotment facilities provided and make recommendations to any appropriate Committee or Full Council.
6. The working group will make recommendations to any appropriate Committee and to Full Council regarding policy and strategic matters relating to all of the above.
7. The working group will exercise those delegated duties as the Council directs relating to the group's functions as set out above.