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| **SOUTHBOURNE PARISH COUNCIL ALLOTMENTS COMMITTEE****TERMS OF REFERENCE****14th May 2024** |
| **Members = Cllrs: T. Bangert, L. Meredith, R. Taylor****Quorum = 3 (2 of which must be Elected Members)****Frequency of Meetings = Quarterly****Budget = To agree budget expenditure under delegated powers within the overall budget allocation. Maintain strict control of budgets including annual review of requirements by Full Council.** |
| **Function of Committee** | **Delegation of Functions** |
| Responsibility for the Parish Council Allotment sites:* Southbourne fields - 16 Plots
* Flanders Close – 4 plots and 2 communal plots

To oversee the upkeep and maintenance of both sites and upkeep of boundaries and fence linesTo carry out regular site inspections to ensure plots are satisfactorily cultivated and tenants are maintaining required Health & Safety levelsTo be responsible for the issuing of annual contracts and monitoring collection of rents in a prompt and timely mannerTo annually review allotment rentsTo maintain and regularly update a waiting list To manage a EMR Maintenance Fund generated from annual unspent budget to a maximum value of £5000. | CommitteeCommittee for strategic overviewOperational management Parish Clerk & OfficersOfficer and elected Members of CommitteeParish Clerk and OfficersCommitteeOfficersParish Clerk and Officers |