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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 lines  To carry out regular site inspections to ensure plots are satisfactorily cultivated and tenants are maintaining required Health & Safety levels  To be responsible for the issuing of annual contracts and monitoring collection of rents in a prompt and timely manner  To annually review allotment rents  To maintain and regularly update a waiting list  To manage a EMR Maintenance Fund generated from annual unspent budget to a maximum value of £5000. | Committee  Committee for strategic overview  Operational management Parish Clerk & Officers  Officer and elected Members of Committee  Parish Clerk and Officers  Committee  Officers  Parish Clerk and Officers | |