



# **TERMS OF REFERENCE for RHAYADER TOWN COUNCIL ALLOTMENT SUB-COMMITTEE**

## **1.0 Purpose**

The purpose of the Allotment Sub-Committee is to consider and advise Rhayader Town Council on matters relating to the Council's Allotments.

The Allotment Sub Committee's responsibilities are summarised as follows:

- 1.1 To consider and advise the Town Council on matters relating to the Town Council's Allotments.
- 1.2 To ensure adequate controls are in place to safeguard the Council's assets.
- 1.3 To ensure that Plot rentals are collected annually.
- 1.4 To ensure that usage of the Allotments follows the Council's agreement with Powys County Council and the Council's Plot Holder Tenancy Agreement.
- 1.5 To periodically review income against expenditure and make recommendations to the Full Council
- 1.6 To maintain an up to date Register of Plot holders.
- 1.7 To inspect for general and insurance purposes all assets pertaining to the Allotments which are under the ownership or management of the Council; to plan for and recommend maintenance and replacement of assets when and if necessary.
- 1.8 Periodically review the arrangements for insurance and make recommendations to the Full Council.
- 1.9 To meet with plot holders on a quarterly basis to discuss relevant issues and report back to the full Council.
- 1.10 To be the point of contact between plot holders and the Town Council.

## **2.0 Membership and appointment**

Membership of the Sub Committee shall comprise no more than six (6) Councillors, elected annually at the Town Council AGM. Members shall be eligible for re-election. Secretarial support shall be provided by the Clerk to the Council.

## **3.0 Chairing**

The Chairman of the Sub-Committee shall be elected at the first meeting of the Sub Committee following the AGM. The Committee will not normally appoint a Vice-Chair but if the Committee Chair is not present at the meeting, the members will elect a Chair for the meeting from amongst their number.

## **4.0 Quorum**

4.1 The Sub-Committees shall be quorate when a minimum of three (3) members are present.

4.2 If less than three (3) members are present, the business may still take place but any decision will require ratification by the full Council.

## **5.0 Frequency of Meetings**

The Allotment Sub Committee shall ideally meet four times per year (if applicable) and additionally at such other times and/or places as may be determined by the Chair.

## **6.0 Record of meetings**

The Allotment Sub Committee will keep regular minutes of its meetings.

## **7.0 Reporting mechanism**

The Allotment Sub Committee minutes shall be presented to the next full Town Council meeting for their information / ratification.

Updated June 2019

Julie Davies  
Clerk to Rhayader Town Council