

# Hughenden Parish Council

## Terms of Reference – Allotment Liaison Subcommittee

### **Name**

Allotment Liaison Subcommittee

### **Type**

Subcommittee reporting to the Services Committee.

Governed by Council's Standing Orders, regulations, policies and legislative requirements.

### **Purpose**

To provide a formal route of communication between Council and allotment tenants to enhance the provision and management of allotments and delivery of services.

### **Scope**

Cryers Hill Allotment Garden

Hughenden Valley Allotment Garden

Louches Lane Allotment Garden

North Dean Allotment Garden

Red Lion Allotment Garden

Primrose Hill Allotment Garden

Walters Ash Allotment Garden

Windmill Lane Allotment Garden

### **Authority**

To make recommendations to the Services Committee.

### **Membership**

Eight allotment tenants (one representing each allotment garden) and two members of the Services Committee.

The quorum shall be three allotment tenants and one member of the Services Committee.

The Chairman shall be a member of the Services Committee.

Each allotment garden shall have one representative and one deputy representative. The deputy may attend subcommittee meetings in place of the representative.

### **Meeting Arrangements**

The Committee shall meet a minimum of 3 times per year.

The Council shall issue agendas and take minutes which shall be posted on the Council's website and allotment notice boards.

### **Reporting**

To report to the Services Committee.

### **Deliverables**

To receive feedback from allotment representatives.

To communicate information to allotment representatives.

To provide a platform for discussion with allotment representatives.

To enhance the relationship between Council and allotment tenants.

To assist with the provision and management of allotments as a resource to parishioners.

### **Review**

To review annually membership of the subcommittee. If more than one tenant at any given allotment garden wishes to stand as representative then an election shall be organised by the Services Committee.