



St Stephen in Brannel Parish Council

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Terms of Reference 2021/22

Allotment Sub-Committee

- Composition: Three (3) Elected members (Voting)
One (1) Substitute members (Voting)
Co-opted members from St Stephen in Brannel Allotment Association (Voting)
- Quorum: Three (3) members
- Chairmanship: Chairman & Vice-Chairman to be elected by Members at the first committee meeting held in each Council year.
- Meetings: 4 times a year (Quarterly) In the event of an item of urgency an Extra Ordinary meeting can be convened in accordance with legislation and standing orders
- Timing: 11am
- Venue: The Brannel Room, 22 Fore Street, St Stephen
- Reports to: Finance & General Purposes committee
- Administration: Parish Council Office
- Legal Status: General Data Protection Regulations
Adopted Code of Conduct 2012
Adopted Standing Orders
Adopted Financial Regulations
Localism Act 2011
Local Government Act 2003
Local Government Act 1972
Public Bodies (Admissions to meetings) Act 1960
Allotments Act 1922 as amended by Allotments Act 1950
Small holdings and Allotments Act 1908 as amended by the Allotments Act 1922

Terms of Reference & Matters Delegated to the Sub-Committee

1. To consider such matters as may be delegated by the Finance & General Purposes committee from time to time.
2. All members of Full Council not on the sub-committee may attend and participate in the meeting but have no voting rights.
3. To undertake quarterly risk assessment inspections with Council's appointed competent health and safety person.
4. To liaise with the allotment holders.
5. To investigate and adjudicate any complaint or dispute in relation to the allotments and or plot holders, putting forward a recommendation for resolution to the Finance & General Purposes committee. (Members of the St Stephen in Brannel Allotment Association involved in any complaint or dispute are not permitted to take part in any discussion or vote).
6. Review annually the terms of the Allotment Agreement and recommend any changes to the Finance & General Purposes committee for consideration by the Council.
7. Review annually the allotment fees and charges and recommend any changes to the recommend any changes to the Finance & General Purposes committee for consideration by the Council
8. To consider requests for consents from plot holders:
 - a. To keep livestock on allotment land.
 - b. To erect sheds, greenhouses, or poly tunnels.
 - c. Other such requests from plot holders or interested parties in relation to allotments, which fall outside the scope of the Committee's Terms of Reference in order to determine if a recommendation should be made to the Finance & General Purposes committee
9. To carry out site visits with prospective tenants.
10. To support the Clerk where tenancy agreements, policies or rules are not being observed and follow procedure for non-compliance.
11. To develop, oversee and promote projects that relate to the upgrading and improvement of the allotments.

Matters not delegated to the Sub-Committee

1. The consideration of new & reviews of consultation policy documents of other bodies and any other consultation document.

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2. Any matter falling within the remit of the committee which involves the introduction of a new policy or changes to existing policy, future direction & strategy.