



## ACKWORTH PARISH COUNCIL

### TERMS OF REFERENCE FOR THE ALLOTMENT SUBCOMMITTEE

1. The Subcommittee will be known as the Allotment Subcommittee and is a subcommittee of the Village Amenities Committee
2. The subcommittee is appointed to deal with issues relating to the management of Brackenhill Allotments and will carry out reviews, suggest ideas and make recommendations to the Village Amenities Committee / Parish Council for their approval.
3. The Parish Council Standing Orders will apply to this sub committee
4. The meetings of the Village Events & Communication Subcommittee will be convened in accordance with the Parish Council's standing orders in which the proper officer will convene ordinary meetings
5. The group will be made up of 4 Councillors
6. The Chair and Vice Chair will be appointed by the Village Amenities Committee
7. The quorum of the subcommittee will be 3
8. The membership of the subcommittee will be reviewed annually.
9. Non-Councillor members cannot vote on matters, which involve financial expenditure.
10. The subcommittee will meet at least quarterly or as directed by the Village Amenities Committee or Full Council
11. The administration staff will provide secretarial services
12. In line with standing Financial Regulations, this subcommittee has the delegated authority to authorise expenditure within budget within limits set out in the Financial Regulations
13. The subcommittee will ratify its own minutes and will be seen by the Village Amenities committee for information only. Approval of recommendations outside of the Village Amenities Committees delegated powers will be decided at the next full council meeting
14. Tenant Representatives are elected every two years and can be in attendance at meetings