



## **TERMS OF REFERENCE RHAYADER TOWN COUNCIL ALLOTMENT COMMITTEE**

### **1.0 Purpose**

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

### **2.0 The Allotment Committee's responsibilities are summarised as follows:**

**2.1** To consider and advise the Town Council on matters relating to the Town Council's Allotments.

**2.2** To ensure adequate controls are in place to safeguard the Council's assets.

**2.3** To ensure that Plot rentals are collected annually.

**2.4** To ensure that usage of the Allotments follows the Council's agreement with Powys County Council and the Council's Plot Holder Tenancy Agreement.

**2.5** To periodically review income against expenditure and make recommendations to the Full Council

**2.6** To maintain an up to date Register of Plot holders.

**2.7** 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.

**2.8** Periodically review the arrangements for insurance and make recommendations to the Full Council.

**2.9** To meet with plot holders on a regular basis to discuss relevant issues and report back to the full Council.

**2.10** To be the point of contact between plot holders and the Town Council.

**2.11** To take all reasonable and practicable steps to ensure the overall safety of the site; to complete a site Risk Assessment, identify hazards and take appropriate steps to mitigate against risks.

### **3.0 Membership and appointment**

Membership of the 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.

#### **4.0 Chairing**

The Chair of the Committee shall be elected at the first meeting of the 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.

#### **5.0 Quorum**

**5.1** The Committees shall be quorate when a minimum of three (3) members are present.

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

#### **6.0 Voting**

Unless an interest is declared all members shall have one vote. In the event of a tie the Chair of the meeting shall have a casting vote. Motions shall be deemed as carried when a simple majority results.

#### **7.0 Frequency of Meetings**

The Allotment Committee shall meet quarterly or at such times and/or places as may be determined by the Chair.

#### **8.0 Record of meetings**

The Allotment Committee will keep regular minutes of its meetings.

#### **9.0 Reporting mechanism**

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

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