

Dunnington Parish Council

Allotments Group

Definition

The Allotments Group is formed by members of the Parish Council and Plot holders.

The Allotments are owned and managed by the Parish Council.

Purpose

To work together for mutual benefit.

To maintain standards.

To demonstrate transparency.

To form a pro-active collaboration.

To consult on matters as and when necessary.

Terms of Reference

This arrangement is to include both the Undergate Field and the Green Allotments.

The Allotments Group is to be formed of no more than four members from the Parish Council and four members from the Plot holders.

To be a member of the Allotments Group you must be either a Parish Councillor or a Plot holder but not both.

The Allotments Group will meet formally on or near the quarter days (four times a year) and on an ad-hoc basis as and when necessary.

The Allotments Group must be quorate with a minimum of two members from each party present at a meeting.

Notes will be taken at each of the quarter day meetings and posted on the Parish Council website and allotment notice board(s).

Joint inspections of the allotments/plots will be undertaken by both parties prior to each quarter day meeting.

The third quarter day meeting will include the budget for the following financial year.

Responsibilities

Both parties are to be responsible for ensuring that there are no breaches of the Allotment Terms and Conditions.

The Plot members of the Allotments Group will deal with local day to day matters on the Allotments with the Plot holders.

The Plot members of the Allotments Group will liaise with plot holders to address any issues that may arise within their remit.

The Parish Council will address any matters raised by the Plot members of the Allotments Group.

Rules and Regulations

The Allotments Group can only make decisions in accordance with the current Parish Council Standing Orders and Financial Regulations and the current Allotment Terms and Conditions.

If a matter arises which is not included in the above mentioned documents it must be dealt with and approved by the full Parish Council.

(September 2021)