



# Twywell Parish Council Allotments Committee Policy

## PURPOSE

To facilitate the communication and co-ordination of the two allotment sites in the village with the allotment holders and the Twywell Parish Council. It will support a cross working group for successful operation of the allotments and the proposed improvement plans over the forthcoming years bringing the allotments and Twywell Parish Council together.

## MEMBERSHIP

The Allotments Committee is a committee to the Twywell Parish Council. The Allotments Committee shall comprise of two council members as determined at a Twywell Parish Annual Council meeting (*section 102 (3) of the Local Government Act 1972* ("*the 1972 Act*").

Allotment holders shall be invited to nominate up to five representatives (known as stewards) across the two sites to be members of the Allotment Committee (*pursuant to section 102 (4) of the 1972 Act*). The 'stewards' must have no 'declaration of interest' with the Twywell Parish Council.

The Allotments Committee and The Twywell Parish Council Clerk will work together. The Clerk will attend meetings to administer the Allotments Committee as required (agenda's, minutes etc).

The Allotment Committee will represent the allotments holder's views and the effective running of the allotments in the Twywell village.

## MEETINGS

The Allotments Committee will (as a minimum) meet two times a year and additional meetings may be convened as required. The Allotments Committee will appoint a Chair at its first meeting. Meetings will be conducted in accordance with Twywell Parish Council's Standing Orders and will be convened within the prescribed statutory framework.

For clarity, the agenda must be published three clear days before the meeting, the meeting will be held in public unless there is a legitimate reason that it should not be and minutes will be

produced. The meetings will be convened at a time convenient to the Allotment Committee, providing the statutory notice is given.

Any decisions from the Allotments Committee will be reported to the Twywell Parish Council, via the Clerk, at the next available meeting and recorded in the minutes.

## **SUB-COMMITTEE / ADVISORY GROUPS**

The Allotments Committee may not appoint a sub-committee or advisory committee.

## **QUORUM**

The quorum for any Allotments Committee meeting is three members one of which must be from the Twywell Parish Council.

## **CODE OF CONDUCT**

The adopted Twywell Parish Councils Code of Conduct will apply to all council members and to non-council members if they are entitled to vote on any questions, which falls to be decided at any committee meeting or sub-committee.

## **VOTING**

Allotment Committee members may vote on all matters unless they have a Disclosable Pecuniary Interest. A quorum of one councillors is required whenever the vote is on a matter that non-councillors are not permitted to vote on.

Non-councillors may

- a. Vote on matters that do not have a financial implication for the Twywell Parish Council unless it is within the properly assigned budget for a specific purpose.
- b. Vote on matters relating to management of land owned or occupied by the Twywell Parish Council (*Regulation 3 of The Parish and Community Councils (Committees) Regulations 1990*)

All decisions will be made by majority.

In England, a local council has a duty to adopt a code of conduct (*section 27 (2) of the Localism Act 2011*). The non-councillor members of a committee or sub-committee are subject to The Twywell Parish Council's code of conduct if they are entitled to vote on any question, which may be decided at any committee meeting or sub-committee.

## **EXPENDITURE**

The Allotments Committee may only agree expenditure within budgets previously determined for the allotments and assigned by the Twywell Parish Council for specific or general purposes.

## **REGULATORY MATTERS**

All activities and decisions made by the Allotments Committee must comply with relevant legislation. No activity or decision should undermine or invalidate the Twywell Parish Council's insurance.

Two appointed councillors and the clerk will inspect the allotments periodically. A report will be given at the next available Twywell Parish Council Meeting and they will consider any action required.

## GRANTS

Any Allotments Committee stewards that representative this committee may apply to the full council for a grant within the terms of the 'Council's Grant Awarding Policy' and budgetary framework along with the clerk. For clarity, this committee does not have powers to award grants.

## TERMS OF REFERENCE

The 'Terms of Reference' for the Allotments Committee, will be set and approved by Twywell Parish Council. The allotments Committee may not independently alter the approved 'Terms of Reference'. The allotments committee may request an amendment via the Twywell Parish Clerk.

## COMMITTEE DISSOLUTION

The Twywell Parish Council may, at any time and at a properly convened Twywell Parish Council meeting, make a resolution to dissolve the allotments committee.

### Policy Control Sheet

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