



HECKINGTON PARISH COUNCIL ALLOTMENT MANAGEMENT COMMITTEE

1. Purpose

- 1.1 To be responsible for the oversight of the allotments and its tenants.
- 1.2 To be responsible for the provision of budget proposals to the full Parish Council in September of each year, with the assistance of the RFO.
- 1.3 The Allotment Management Committee with the assistance of the RFO will obtain quotes and tenders for contract work, where required.
- 1.4 The Allotment Management Committee will deal with all other matters, as may be requested by the Parish Council.

2. Membership

- 2.1 The Allotment Management Committee shall be comprised of a maximum of three Parish Council Members as determined at the Annual Parish Council Meeting in May.
- 2.2 The Allotment Management Committee shall elect from its number a Chair each year at the first Allotment Management Committee meeting after the Parish Council's Annual Meeting in May.

3. Meetings

- 3.1 The Allotment Management Committee will, as a minimum, meet four times a year. Additional meeting may be convened as required by the Committee.
- 3.2 Meetings will be conducted in accordance with Heckington Parish Council's Standing Orders and will be convened within the prescribed statutory framework. For clarity, the agenda must be published 3 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.
- 3.3 The meeting may be convened at a day and time convenient to the committee.

4. Working Group

- 4.1 The Allotment Management Committee may appoint a working group of councillors, non-councillors and/or a mixture of both.
- 4.2 The working group may set its own meeting schedule. Working groups are not required to meet in public but must produce minutes for public examination.
- 4.3 The working group shall report to the Allotment Management Committee in the first instance.

5. Code of conduct

- 6.1 The adopted Code of Conduct will apply to all Council members and to non-council members.

7. Voting

- 7.1 Parish Council committee members may vote on all matters unless they have a Disclosable Pecuniary Interest, and a dispensation has not been granted by the Proper Officer.
- 7.2 Non-councillors will have voting rights as the Allotment Management Committee of the Parish Council.

8. Expenditure

- 8.1 The Allotment Management Committee has delegated authority in relation to expenditure of the allotment rent income, without the prior approval of the Parish Council.
- 8.2 The Allotment Management Committee must seek approval from the full Parish Council to any expenditure above and beyond the allotment rent income up to the budgeted amount.

9. Regulatory matters

- 9.1 All activities and recommendations made by this committee must comply relevant legislation.
- 9.2 No activity or recommendations should undermine or invalidate the Council or Allotment Association's insurance.

10. Terms of Reference

- 11.1 The Terms of Reference for the Allotment Management Committee will be set and approved by the Allotment Management Committee.

12. Committee Dissolution

- 12.1 The Parish Council may at any time, at a properly convened Parish Council meeting, make a resolution to dissolve the Allotment Management Committee.

Version control and amendment history

Date approved	Version Number	Revision / amendments made	Review date
24 February 2025	V1.0	New policy	May 2025
19 May 2025	V1.1	Readopted	May 2025