

Terms of reference: Allotments Working Group

Adopted on:	19 th May 2026
Adopted at:	Annual Meeting of the Council 2026
Last reviewed:	19 th May 2026

Allotments Working Group

Purpose:

To manage the day to day administration of the Councils allotment plots and make recommendations for development to the Parish Council.

Scope:

To manage day to day maintenance and administration of allotments off Highworth Road, working with owners and partners as necessary.

To make recommendations for activity beyond normal budget as required for approval of the Council.

To manage the Allotments budget and forward plan for work needed in future years, identifying additional costs outside that work.

To issue and monitor allotment rental invoices and payments and make proper records of these.

To manage and direct the work of the village 'lengthsman' as appropriate.

Authority:

Appointment of Committees: Section 102(4) of LGA 1972

Provide land, enter tenancy agreements, make rules: Small Holdings and Allotments Act 1908, ss 23, 25, 28

Membership:

Mixed membership. Councillors appointed via nomination from the Parish Council with a minimum of 2 members, no maximum.

- Barry Thunder - Councillor
- Clerk
- Mandy Larcombe, bookkeeper, to be involved as required for allotment management purposes.

Meeting arrangements

The Working Group are not required to hold meetings unless they feel it necessary. Summary report of Working Group activity and recommendations to be submitted to the Parish Council for approval where needed.

Reporting

The Working Group will present their recommendations to the Parish Council at the Parish Council Meeting as informed by the Clerk.

Resources and budget

Allotment budget is self-fuelling. Income from tenancies will be used to fund maintenance and administration of the allotments. The Working Group will forward plan for large expenses and will request additional funds from the Full Council where required.

The Clerk will note time spent on allotment functions and record appropriately, informing bookkeeper so time can be properly charged to the allotment budget.

The funds below are not delegated for expenditure and can only be spent with prior PC approval.



Cost centre	Code	Nominal	Code
Allotments	6	Project – Allotments water	7512
S106 Bellway	12	Bellway s106 Allotment improvements	7517

The funds below are delegated for expenditure without prior PC approval. However, expenditure can only be approved by agreement of two of the following – Councillor, Chair of the Working Group or Clerk:

Cost centre	Code	Nominal	Code
Allotments	6	Consumables	7220
Allotments	6	Equipment	7250

Deliverables

Monthly report to Full Council as well as effective maintenance of areas within scope.

Asset register

To check any equipment or items used by the group and held on the asset register yearly (usually February) and review value in coordination with the Clerk. To inform the Clerk of any changes to such equipment or insurance requirements during the year.

Safeguarding

Organisers of events and activities should ensure that there is more than one adult present during such events and that there is no inappropriate one-to-one contact between adults and children. Parents or guardians should be encouraged to attend and be present at any event.

Those Councillors, staff members and volunteers involved in such events should take care not to place themselves in a vulnerable position with a child or vulnerable adult. Contact with individual children should be in view of other adults where possible.

Review

Annual Meeting of the Council (May)