

## **Allotments Working Party - Terms of Reference**

### **Parent Committee: Community Services Committee**

#### **Overall purpose**

To oversee the service provided to allotment tenants at Reading Road allotment site and to deal, in the first instance with any complaints or requests from the Association or allotment tenants.

#### **Membership of the working party**

There shall be at least three members of Council appointed to the working party. Representatives of the Tenants Association will be invited to attend all meetings of the working party. Officers, as appropriate will be in attendance.

#### **Meetings**

The working party will usually meet three times a year. Additional meetings may be organised, as appropriate and necessary.

#### **Terms of operation**

To liaise with representatives of the Allotment Tenants Association on matters relating to the operation of the site and associated arrangements.

To consider matters relating to the site, tenancy agreements and council policy in respect of the provision of allotments, making reports and recommendations to the Community Services Committee, on matters outside the remit of the working party.

To make arrangements with the Allotment Tenants Association for the annual competitions for best kept allotment, best crop and new tenant's best allotment.

To deal with complaints from allotment tenants in the first instance. If the complaint cannot be resolved to pass this to members of the Community Services Committee for decision.

To provide reports of meetings held to the Community Services Committee.

The Strategy and Resources Committee will deal with all matters relating to the lease with Reading Borough Council for the Reading Road allotment site.