



# Old Woughton Parish Council Allotments Working Group Terms of Reference

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**Reviewed and adopted May 2026**

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## **1) Purpose and Status**

- a) The Allotments Working Group (AWG) is established by and accountable to the Full Council. It operates in accordance with the Council's Working Group Terms of Reference.
- b) The AWG is an advisory and task-focused working group with no delegated powers.
- c) It has no delegated authority to bind the Council, take decisions on behalf of the Council, commit expenditure, enter into contracts, or issue formal statements without prior approval of the Full Council (or the Clerk where delegated).
- d) The Full Council may amend the remit, membership, or duration of the AWG at any time.
- e) The Full Council may dissolve the AWG at any time.
- f) The AWG shall report to Full Council and make recommendations for formal decision.

## **2) Membership**

- a) Membership of the AWG shall be agreed by the Full Council at the Annual Meeting of the Council and shall comprise a minimum of three elected Councillors unless otherwise agreed by Council.
- b) The Full Council may approve the co-option of non-councillor members in an advisory capacity where specialist knowledge or experience is beneficial. Co-opted members shall have no voting rights and may not enter into any financial or contractual arrangements on behalf of the Council.
- c) The Clerk may attend meetings as required to provide advice, continuity and administrative support but is not a member of the AWG.
- d) Membership shall be recorded in the Council's Roles and Responsibilities matrix and reviewed annually.

## **3) Chair / Lead Councillor**

- a) The AWG shall appoint a Lead Councillor (and may appoint a Deputy) from among its elected members.
- b) The Lead Councillor shall act as the main point of contact between the AWG, the Clerk, the Patch Allotment Association, and the Full Council.
- c) Where the Lead Councillor is unavailable, another AWG member shall deputise.

#### **4) Meetings**

- a) The AWG shall meet on an ad-hoc basis as required to fulfil its remit.
- b) Meetings may be convened by the Lead Councillor, the Clerk, or at the request of the Full Council.
- c) The quorum for an AWG meeting shall be two elected Councillors.
- d) AWG meetings are not public meetings and do not require formal agendas or minutes; however, a brief written record of actions and recommendations shall be maintained to support reporting to Full Council.
- e) The Council's Code of Conduct applies to all Councillors participating in the AWG.

#### **5) Public and Press**

- a) As a Working Group, the AWG does not meet in public and is not subject to public access rules.
- b) Where sensitive or confidential matters are discussed, these shall be handled in accordance with the Council's confidentiality and data protection policies.

#### **6) Reporting**

- a) The AWG shall provide written progress reports and recommendations to the Full Council as required (normally when substantive work has been undertaken).
- b) Recommendations shall include clear options and, where appropriate, financial or resource implications for consideration by the Full Council.

#### **7) Scope of Work and Responsibilities**

The AWG is responsible for supporting the Council in relation to the management and governance of the Parish allotments, including:

- a) Acting as the primary liaison between the Parish Council and the Patch Allotment Association (PAA).
- b) Ensuring that at least one AWG member attends meetings of the PAA Committee and Patch Allotment Management Team, where appropriate, to represent the Council's interests and monitor compliance with the Devolved Management Agreement.
- c) Reviewing the operation of the Devolved Management Agreement with the PAA and recommending any amendments to the Full Council for approval.
- d) Providing appropriate support and guidance to the PAA in line with the terms of the Devolved Management Agreement and Council policy.
- e) Considering and documenting requests for capital improvement projects or significant works submitted by the PAA and making recommendations to Full Council, including indicative costs and priorities where available.
- f) Ensuring that all Councillors are notified when the PAA AGM minutes and other key documents become available.
- g) Identifying risks, issues, or opportunities relating to allotment provision and bringing these to the attention of the Full Council.
- h) Ensuring that no commitments are made, and no expenditure incurred, without prior approval of the Full Council.

#### **8) Review History**

March 2026

New Terms of Reference adopted