

## Lowestoft Town Council

### Terms of Reference for the Allotments Sub-Committee of the Assets, Inclusion and Development Committee

1. The Allotments Sub-Committee has been established by the Assets, Inclusion and Development Committee
2. **Duties.** The Sub-Committee's duties, as set out in these Terms of Reference, are defined and agreed by the Assets, Inclusion and Development Committee, which may vote, at any time, to modify, remove or increase the Sub-Committee's term.
3. **Meetings.** Meetings are to be held as and when required. This is likely to be every other month, with additional ad-hoc meetings as required.
4. **Membership.** The membership of the Sub-Committee will be no fewer than quorum plus one (i.e. four Councillors). The Chair will be elected at the first meeting of the Sub-Committee each Council year. All members of the Sub-Committee are expected to represent the interest of the whole Council area. Any elected member can preside by agreement in the Chair's absence. A quorum will be three members of the Sub-Committee. Substitutes may be appointed to ensure that meetings are quorate. The Mayor will have automatic membership and full voting rights. All other members of the Council have the right to attend the meeting and make representations on the matters being discussed with the Public Forum. **The Chair of the Lowestoft and District Allotment Association shall be a member of the Sub-Committee and able to vote on items relating to works and upgrades to allotments land, but not decisions which confer money or privileges to the Lowestoft and District Allotment Association. The Chair of the Lowestoft and District Allotment Association shall be allowed to attend confidential sessions, unless asked to leave for the consideration of specific items.**
5. **Record of Proceedings.** The Sub-Committee will meet as required to fulfil the responsibilities below. Written minutes will be taken to record the Sub-Committee's decisions and will be received at the next Assets, Inclusion and Development Committee meeting. The Clerk will be responsible for arranging the recording and distribution of the minutes.
6. **Responsibilities**  
The Sub-Committee has delegated authority from the Assets, Inclusion and Development Committee to fulfil the following responsibilities: -
  1. To review its own remit and make recommendations to the Assets, Inclusion and Development Committee at least annually, or as required, on its Term of Reference.
  2. To explore any issues relating to allotments and tenancy arrangements.
  3. To explore the provision of defibrillators at allotment sites, in line with the Town Council's Defibrillator Policy
  4. To liaise and work with the Allotment Association for the development and promotion of all allotment sites.

5. A representative of this sub-committee will attend Allotment Association meetings (at the invitation of the Association).
  
7. **Financial Delegation.** Full Council has approved the following financial delegation to the Allotments Sub-Committee:
  - a. Allotments budget
8. **Climate Emergency.** This Sub-Committee has an important role in examining closely how its recommendations and actions can ensure that the Climate Emergency Declaration is properly considered, not least in such matters as maintenance of the allotment sites and any proposed developments.
9. **Health Emergency.** Expansion and promotion of allotment community gardens, orchards, for physical and mental health benefits will be considered by this sub-committee.