



Wellington Town Council Basins Allotments Advisory Board Terms of Reference

1. Purpose

1.1. The role of the Advisory Board will be:

- to support and advise the Town Council, on matters relating to the Basins Allotments by making recommendations for action to the Environment and Heritage Committee and through that, Full Council where required,
- to have oversight of any work associated with the management of the land,
- to oversee any matters arising from condition inspections and the annual competition, and
- to have oversight of the creation of a Basins Allotment Association

2. Membership

2.1. Membership will comprise of two Councillors and four Allotment Tenants,

2.1.1. The Town Council has the right to review the membership of the Board as and when it considers it appropriate.

2.1.2. The Environment and Heritage Committee will appoint Councillors to the Board, the Councillors are not required to be existing members of the Committee.

2.1.3. If oversubscribed, the appointment of allotment tenants to the Board will be done by poll of all current allotment tenants at the Basins Allotments.

2.2. The Board will appoint a Chairman which must be a Councillor.

2.3. The Assets and Events Officer will attend and is responsible for the administration of any meetings.

3. Decision Making and Reporting Arrangements

3.1. The Advisory Board does not have any delegated powers to take decisions or commit Council resources to any activity.

3.2. The Board will report and make proposals to the Environment and Heritage Committee which, if agreed, will be recommended for adoption to the next meeting of Full Council unless it is able to take delegated decisions in accordance with its Terms of Reference.

4. Frequency of Meetings

4.1. The Board will meet four times a year and will review its timetable at the first meeting of each calendar year.