**Terms of Reference for**

**Allotment Committee of**

**Llantwit Major Town Council**

**1. Composition**

 The Committee to be made up of 4 Town Councillors.

**2. Quorum**

Half of the Members

**3. Purpose**

 a) To support Deputy Town Clerk in her role as Allotment Administrator.

b) To inspect the allotment site quarterly to ensure plots are kept in a satisfactory condition

 and to advise tenants accordingly.

 c) To study and recommend any matters pertaining to the maintenance and development

 of the allotment site.

 d) To seek approval for these recommendations from Full Council Committee / Building &

 Recreation Committee to enable the completion of these recommendations.

e) To ensure Tenancy Agreements are up to date and legally binding.

**4. Action**

 The committee to make any recommendations to Buildings and Recreations or Full Town

 Council.

**5. Confidentiality**

 Because of the nature of some possible tasks, all members must take care to preserve the

 Confidentiality of any documentation or information that comes into their possession as a

 result of tasks under consideration, subject to Freedom of Information Act.

**6. Frequency of meetings**

 a) To meet 4 times a year unless on-going projects dictates more frequent visits.

RQ January 2019

May 2019

May 2021

May 2022

May 2023