

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.

May 2025