

# **BROADSTAIRS & ST PETER'S TOWN COUNCIL**

## **TERMS OF REFERENCE FOR**

### **THE ALLOTMENTS AND LAND COMMITTEE**

#### **MEMBERSHIP**

- The Allotments and Land Committee shall consist of a minimum of four Councillors.
- Councillor members shall have full voting rights on the committee.
- Non-councillor members shall have no voting rights.

#### **PROCEDURES**

- At the first meeting of the Committee after the Annual Meeting of the Town Council, the Committee shall elect a Chairman and Vice Chairman for the forthcoming year from amongst the committee membership. The Chairman and Vice Chairman may be re-elected.
- The committee will submit minutes of their meetings to the next meeting of the Council and seek approval for recommendations made.
- The quorum for the committee shall be three. Business cannot be transacted with fewer than three voting members present.
- The annual budgeting process will allocate funds to the Allotment and Land Committee, who will propose how the funds will be spent.
- The Deputy Town Clerk or an appropriate officer shall provide administrative support for the Committee.

#### **FREQUENCY OF MEETINGS**

- The Committee will normally meet three times per year, typically around March, June/July and October. The schedule will be published along with all other committee meetings.
- Meetings will take place at Pierremont Hall or other suitable venue or online subject to legislation and will be open to the public.

#### **COMMITTEE FUNCTIONS**

- To consider any issues relating to the management of the land and facilities owned or managed by the Town Council and not already covered by other committees or sub-committees or referred to it by the Council.
- To discuss and make decisions on matters delegated to the Committee by Council, currently:
  - i) the allotment sites at Norman Road and at Nash Gardens/Prospect Road
  - ii) Culmer's amenity land
  - iii) Mockett's Wood
  - iv) Town Council owned land at Pierremont Park
  - v) green Spaces cultivated under license from Thanet District Council.