



Title	Terms of Reference
Committee/Group	Blue Mountain Allotment Working Group
Status	ADOPTED
Date	11th April 2023

- 1.0 **Purpose of the Blue Mountain Allotment Working Group** – This working group will act on behalf of the Amenity Committee to help facilitate the opening of the new allotment site proposed for Blue Mountain by the end of the 23/24 financial year.
- 2.0 **Membership** – As per Standing Order 4(c), the working group may consist of members and non-members. Cllrs Collett, Doyle and Furber have been appointed as members to the working group along with Peter Brown, a Red Rose allotment holder, Mike Thomas, the Parish Clerk, Amenity Officer, with additional support from the Amenity Administrator.
- 3.0 **Frequency** – the working group will meet as required for the duration of the project.
- 4.0 **Location** – No fixed location – may be at the Parish office, held virtually using MS Teams or on site.
- 5.0 **Agendas & Minutes** – No formal agendas will be issued but notes of all meetings will be circulated to all councillors (via the usual mid/end week emails) and all notes will be available at the Amenity Committee for verification as part of project reports.
- 6.0 **Press & Public** – as a working group, this is not subject to the requirements of press/public access.
- 7.0 **Key Responsibilities of the committee** – this working group is formed to ensure the following:
 - 7.1 The allotments at Blue Mountain are opened in financial year 2023/24
 - 7.2 All expenditure incurred is in full adherence to a) any budget allocated and b) all Financial Regulations
 - 7.3 All expenditure items are to be agreed by the Amenity Committee
 - 7.4 Not to exceed the budget set by the Amenity Committee and approved by Council.
 - 7.5 A set of rules and policies are put to Amenity Committee for the ongoing operation of the allotment site.
- 8.0 **Out of Scope** - the working group will not be able to change the budget, reallocate any budget from one item to another or commit underspend to additional items.