



Brixworth Allotments Working Group

Terms of Reference

Purpose:

To secure the long-term future of the Brixworth Northampton Road Allotments

Background

Whilst the Northampton Road Allotments are an historic and valued Brixworth asset, they are currently in private ownership with the security of tenure of the Allotment Society currently under threat. Councillors have recognised the importance of supporting the Allotment Society in finding means to secure their long-term future.

Composition:

Membership shall comprise: the Brixworth Parish Clerk, a minimum of two Councillors, a minimum of two members of the Northampton Road Allotment Committee, WNC Councillor Jonathan Harris, and such other persons as the Working Group may agree will assist in achieving the Working Group's purpose.

NOTE: initial Councillor representation: Councillors Tony Nixon, and Christine Ware.
Initial Allotment Society membership: Phil Pinder, Ken Nickel

Quorum and Meetings:

The Working Group shall be quorate provided that 3 members are present provided that this will include one Councillor and one Allotment Society member. The Working Party shall as a minimum meet on a bi-monthly basis and will be closed to the public.

Responsibilities:

Management all aspects of supporting the Allotments Society, including considering a freehold purchase or lease.

Notes:

The Chairman and the Parish Clerk will set the agenda for all meetings.

Minutes must be taken of all FULL meetings by the Group Secretary and copied into the Parish Clerk to comply with audit regulations.

All meetings will be closed to the public.

Meetings can be held in-person or via MS Teams, with all FULL meeting invites being issued by the Parish Clerk.

The Allotment Working Group reports directly to Full Council.

All recommendations are to be reviewed and approved by Full Council only, at its next available meeting.

The Parish Clerk must be copied in on all important communications/correspondence.

The Allotment Working Group is 'advisory' only and has no authority to make decisions or to incur expenditure on behalf of the Parish Council without prior approval.

Adopted: 21st December 2023

Review: December 2024