

Lowestoft Town Council

Terms of Reference for the Allotments Sub-committee of the Assets, Inclusion and Development Committee

1. The Allotments Sub-Committee has been established by the Assets, Inclusion and Development Committee
2. **Duties.** The Sub-Committee's duties, as set out in these Terms of Reference, are defined and agreed by the Assets, Inclusion and Development Committee, which may vote, at any time, to modify, remove or increase the Sub-Committee's term.
3. **Meetings.** Meetings are to be held as and when required, and will be at least annually.
4. **Membership.** The Sub-Committee will consist of no fewer than three councillors. The Chair will be elected at the first meeting of the Sub-Committee each Council year. All members of the Sub-Committee are expected to represent the interest of the whole Council area. Any elected member can preside by agreement in the Chair's absence. A quorum will be three members of the Sub-Committee. Substitutes can be appointed to ensure that meetings are quorate. The Mayor will have automatic membership and full voting rights. All other members of the Council have the right to attend the meeting and make representations on the matters being discussed with the Public Forum. The Chair (or substitute) of the Lowestoft and District Allotment Association shall be invited to all meetings as an advisor (non-voting), excluding for any confidential items.
5. **Record of Proceedings.** The Sub-Committee will meet as required to fulfil the responsibilities below. Written minutes will be taken to record the Sub-Committee's decisions and will be received at the next Assets, Inclusion and Development Committee meeting. The Clerk will be responsible for arranging the recording and distribution of the minutes.
6. **Responsibilities**
The Sub-Committee has delegated authority from the Assets, Inclusion and Development Committee to fulfil the following responsibilities: -
 1. To review its own remit and make recommendations to the Assets, Inclusion and Development Committee at least annually, or as required, on its Term of Reference.
 2. To explore any issues relating to allotments and tenancy arrangements.
 3. To explore the provision of defibrillators at allotment sites, in line with the Town Council's Defibrillator Policy
7. **Climate Emergency.** This Sub-Committee has an important role in examining closely how its recommendations and actions can ensure that the Climate Emergency Declaration is properly considered, not least in such matters as maintenance of the allotment sites and any proposed developments.