



Hunstanton Town Council

HUNSTANTON ALLOTMENTS CLUB MANAGEMENT COMMITTEE TERMS OF REFERENCE

1. The Committee shall be elected at the AGM and consist of three Officers, (these being Chairman, Secretary, Treasurer) and five General Members.
2. Committee members shall normally serve for a minimum term of three years after which up to four new members may be elected per annum to replace outgoing members. (This measure being in the interest of membership continuity.)
3. Officers shall serve on an honorary basis.
4. The quorum for any meeting shall be four Members, otherwise no business shall be conducted.
5. New Committee members shall normally be elected at an Annual General Meeting (AGM).
6. All Committee members shall remain paid-up tenants during their term of office.
7. The Committee shall:
 - Meet at a frequency as determined by the membership from time to time, subject to meeting on a quarterly basis as a minimum that may include the AGM.
 - Make arrangements for the AGM to be held during the month of April.
 - Arrange for the letting of vacant plots.
 - Carry out site inspections and monitor that plots are maintained in a reasonable state of cultivation and that weeds are kept under control.
 - Take steps to prevent nuisance and / or annoyance being caused among plot holders and neighbours.
 - Control the erection of sheds or any other structures related to the business of an allotment.
 - Prohibit any trade or business practice being carried out on site.
 - Prohibit the parking of any caravan or other residential vehicle on site.
 - Give termination notice to any plot holder who is in breach of any rule or regulation after having been given a warning notice.
 - Receive and address any written complaints from plot holders.

- Monitor any external funding opportunities and formulate an action plan if appropriate.
- Make arrangements for the general maintenance and security of the site.
- Liaise with the Town Council or any other interested party as required.
- To manage facilities for people who reside in the Hunstanton area to engage in the enjoyment and recreation of allotment and pleasure gardening.
- To collect and disseminate information relating to the above object.
- To generally promote health, education and community fellowship.
- To support, co-operate or become a member with any organisation whose objects are similar with those of the Club.
- To do all such other lawful things in order to promote the interests of the Club.

HUNSTANTON NORTHFIELDS ALLOTMENTS CLUB

Equal Opportunities Policy

Allotment tenancy shall be available to any Hunstanton resident regardless of age, gender, race, colour, creed, religion, handicap, disability or sexual orientation.

Environmental Policy

- The Club shall support an organic approach to gardening so avoiding the use of herbicides and pesticides that may have a harmful effect on the land, flora or fauna.
- Composting of appropriate matter shall be encouraged as a means of sustainable development.
- Mulching shall be encouraged as a way of reducing moisture loss and thereby reduce water consumption with a concomitant reduction in water cost.
- Composting and mulching techniques involving the reuse and recycling of materials will yield the additional benefit of reducing dependency on the use of landfill sites.
- The causing of nuisance and/or annoyance to fellow allotment tenants and/or neighbours shall be avoided at all times.