

Acton Parish Council

Membership and terms of reference of the Allotment, Conservation Area and Open Spaces Working Group

Adopted at the Annual Parish Council Meeting dated 15 May 2017 and confirmed on 21 May 2018

1. Membership

- 1.1 The Working Group shall comprise not less than three Parish Councillors who shall be appointed at the Annual Meeting of the Parish Council or at any subsequent meeting of the Parish Council in the event of a vacancy.
- 1.2 The Chairman of the Council, if not a member, may attend meetings of the Working Group;
- 1.3 The quorum for Working Group meetings shall be three members.

2. Meetings

- 2.1 The Working Group shall meet at least 3 times per annum;
- 2.2 Members of the Working Group shall determine the date, time and venue of their meetings and bring a report of their meeting to the next meetings of the Council.

3. Terms of reference

2.1 Acton Parish Council Allotments

The Working Group is empowered to:

- maintain the waiting list of those wanting an allotment;
- offer allotment tenancies in accordance with the policy agreed by the Council;
- require tenants to uphold the standards set out within their allotment agreement;
- make recommendations to the Council regarding the termination of allotment agreements.

2.2 Acton Parish Council Conservation Area

The Working Group is empowered to:

- publicise the facilities offered within the conservation area;
- maintain the conservation area and its facilities as directed by the Council;
- make recommendations to the Council regarding any significant alterations to the conservation area;
- co-opt volunteers to undertake authorised work within the conservation area.

2.3 Open Spaces within Acton parish

The Working Group is empowered to:

- monitor the open spaces within the parish;
- liaise with appropriate authorities regarding the maintenance of public paths;
- make recommendations to the Council regarding work to be undertaken.

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2.4 General

The Working Group is empowered to:

- undertake other activities referred to it by the Council;
- authorise expenditure up to the annual budget set by the Council without further reference to the Council;
- refer urgent matters to the Clerk for decision under delegated powers.

The Parish Council reserves the right to exercise any of the functions described above without further reference to the Working Group.