

2024

**Killinghall Parish Council:
The King Edwin Park Allotments,
Working Party - Terms of Reference**



Adopted: 7th October 2024

Terms of Reference

Purpose:

For the Working Party to discuss and work towards the establishment of an allotment site at The King Edwin Park Development.

Scope:

The Working Party will investigate all matters concerning the establishment of the allotments and report back Killinghall Parish Council with recommendations for Killinghall Parish Council to make any decisions.

The Working Party can only fact -find and recommend.

Membership:

Killinghall Parish Councillors, members of the public, local community groups up to 10 members in total.

A Chair – To be voted by the Working Party membership

Vice – Chair – To be voted by the Working Party membership

Invited Guests:

The Working Party are able to invite guests to Working Part Meetings to aid within the scope of the Terms of Reference, such as the National Allotment Society

Meeting Arrangements:

The Working Party can meet as often as it wishes and is not open to the public and no agenda needs to be published. Notes much be kept.

The working Party can meet face-to-face or via Zoom or Teams

Budget:

The Working Party has a budget of £100.00 which will be approved by Killinghall Parish Council prior to any expenditure for items such as:

Booking a room for a Working Party Meeting.

Photocopying information for the membership.

Any expenses will only be reimbursed will receipts and the decision of the reimbursement will be the decision of Killinghall Parish Council.

Reporting:

To report to Killinghall Parish Council on a monthly basis.

Approved: on the 7th of October 2024