

# Environment and Allotment Committee

Kidsgrove Town Council  
Victoria Hall  
Liverpool Road  
Kidsgrove  
Staffordshire  
ST7 4EL



Tel: 01782 782254

[www.kidsgrovetowncouncil.gov.uk](http://www.kidsgrovetowncouncil.gov.uk)

15<sup>th</sup> June 2022

To: **Members of the Environment and Allotments Committee**

Dear Councillor,

You are summoned to attend a meeting of Kidsgrove Town Council Environment and Allotments Committee to be held at 7.00pm on Monday, 20<sup>th</sup> June 2022. The meeting will take place at the Victoria Hall, Kidsgrove.

Yours sincerely,

A handwritten signature in black ink that reads 'Sue Davies'. The signature is written in a cursive style.

Sue Davies  
Town Clerk

## **Business to be transacted**

1. **To receive nominations for and to elect a chair for the committee.**
2. **To receive nominations for and to elect a vice-chair for the committee.**
3. **To receive apologies for absence.**
4. **To receive declarations of Members' Interests.**
5. **To receive and confirm the minutes of the meeting of the Thursday 21<sup>st</sup> April 2022.  
(Circulated and available on the website)**

**6. Public Participation.**

A period not exceeding 15 minutes for members of the public to ask questions or submit comments. (No individual to speak for more than 3 minutes without the permission of the chairman).

**7. Matters arising not covered elsewhere (updates only):**

- a. Allotment Fencing.
- b. Telephone Box Oldcott Road.

**8. To review the Terms of Reference for the Committee and to agree any changes for recommendation to Full Council.**

The current Terms of Reference are shown in appendix 1.

**9. To discuss and agree a committee meeting requirement and frequency for inclusion in the Council's meeting schedule.**

**10. To receive a budget update for the committee.**

To receive a budget review for the committee for the 2022-2023 financial year.

**11. To receive a list of current projects for the committee. To discuss and agree a plan.**

A list of all current and planned projects to be reviewed to allow prioritisation.

**12. Allotment updates:**

- a. Allotments – General

To include further consideration of plans for an allotments event in the Victoria Hall.

- b. To receive a verbal update from the Clerk and Allotment Manager– Crown Bank.
- c. To receive a verbal update from the clerk and Allotment manager – Lamb Street.

**13. Green Spaces/Play Areas – To receive an update and to consider and agree any further actions.**

- 14. Parish baskets and planting: To receive a verbal update on the progression of planting previously agreed and to consider any new locations.**
- 15. Parish bench provision: To receive a verbal update on progress regarding permissions in the proposed locations. To agree any actions going forward and to authorise any required expenditure.**
- 16. Ranger Report: To receive a verbal update from the Clerk on the Ranger's work and to agree any actions if required.**
- 17. To receive any information items or correspondence received from the chair, clerk or members. (Note – strictly information only.)**
- 18. Future Key Agenda Items**
  - Toilet provision at the allotment sites
  - Livestock policies for the allotments
  - Lighting in Bathpool Park.
- 19. To agree the date and time of the next meeting: To be agreed.**

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## Environment and Allotments Committee Terms of Reference

### 1) Introduction

The Environment Committee is set up as a standing committee to oversee and manage Kidsgrove Town Council's events. The Committee was set up by Kidsgrove Town Council at its meeting of 21st March 2019 (minute reference 1819-FC6-15).

The Committee must always abide with the Council's current approved Standing Orders and Financial Regulations.

The membership of the Committee for each Council year and a review of the Terms of Reference will be agreed at each Annual Meeting of the Full Council. The chair and vice-chair will be elected at the Annual Meeting of the Council unless the Council resolves at the Annual Meeting to delegate this to the first meeting of the Committee in the Civic year.

### 2) Membership

The Committee will consist of at least six Councillors with a quorum for a meeting being three Councillors. The Mayor and Deputy Mayor will be members ex-officio.

The Committee will also have a representative from each of the Council's two allotment sites: Lamb Street and Crown Bank. Allotment representatives will only have a vote on issues relating to the allotments and which are of a non-financial nature. The allotments can send a stand-in representative if their named member is unable to attend.

### 3) Aim and Remit of the Environment Committee

#### a) Environmental and General Aspects

- i) To manage and deliver the Council's environmental work and projects and which include open spaces, footpaths, play areas and planting schemes as well as allotments and the Ranger Service (see below).
- ii) To work alongside and support the Community and Community Groups as required to deliver environmental and conservational projects.

## Appendix 1

- iii) To contribute to the Council's 5-year plan in relation to environmental matters and projects.
- iv) To consider budgets for the following financial year in relation to environmental projects for recommendation to the Finance and General Purposes (FGP) Committee prior to end of November of each year to enable the FPG Committee to prepare a draft budget for recommendation to Full Council.
- v) To monitor the budget, income and expenditure for environmental projects, receiving updates at each meeting from the Clerk/RFO (or another officer if the Clerk/RFO is absent).
- vi) To ensure that all areas within the Town council's boundary are considered in decision making.
- vii) To consult with the Community as required.

### **b) Allotments**

- i) To manage and plan the future development of the allotments including expansion.
- ii) To oversee the two allotment sites whether that be by direct management or by setting up a self-managing committee. This is to include ensuring rents are correct and that in-site management is operating smoothly and efficiently in line with current legislation.
- iii) To consider budgets for the following financial year in relation to allotments for recommendation to the Finance and General Purposes (FGP) Committee prior to end of November of each year to enable the FPG Committee to prepare a draft budget for recommendation to Full Council.
- iv) To monitor the budget, income and expenditure from the Allotments, receiving updates at each meeting from the Clerk/RFO (or another officer if the Clerk/RFO is absent).
- v) To seek grant opportunities in relation to allotments.

### **c) Ranger Service**

- i) To oversee the Council's ranger activity and projects.
- ii) To manage the Ranger Service contract with Newcastle under Lyme Borough Council with all changes and renewals to the contract to be approved by Full Council.
- iii) To consider budgets for the following financial year in relation to the Ranger Service for recommendation to the Finance and General Purposes (FGP) Committee prior to end of November of each year to enable the FPG Committee to prepare a draft budget for recommendation to Full Council.

## **2) Delegated Powers of the Committee**

The Committee can make decisions only within that allowed in the current versions of approved Standing Orders, Financial Regulations and the powers delegated to it by the Council which are listed below:

- a) To elect a chairman and vice chairman at the first meeting of the committee following the Council's Annual meeting if required. (These roles may be elected at the Annual Meeting.)
- b) To co-opt a representative and stand-in representative of each allotment site as a committee member.
- c) To set up and agree the terms of reference of sub-committees and working parties of the Allotments and Environment Committee as required.
- d) To authorise budgeted expenditure in relation to environmental matters and allotment matters only in line with the limits for committees contained in the current financial regulations at that time.
- e) To identify and apply for grants in the Town Council's name.
- f) To set-up and conduct consultations relating to Environmental Matters in the Town Council's name.
- g) To delegate to the Clerk and other officers, if required, any decision making within its powers to delegate to allow environmental matters to progress in a timely manner between meetings.

**Note that a Council and its Committees CANNOT delegate any decision making to individual councillors or groups of councillors such as a working party.**

## **3) Meetings of the Committee**

- a) The Committee should meet at least four times a year unless this isn't practically possible. Agreed dates of meetings should be published in the Council's Meeting calendar.
- b) The Clerk of the Council will issue a summons and agenda at least three days before each committee meeting but will strive to allow councillors five days, including a weekend, whenever this is practically possible. In the event the Clerk is absent and unable to issue the agenda, the agenda and summons will be issued by the chair.
- c) Each Committee Meeting should wherever possible be attended by an officer of the Council who act in an advisory role and who will ensure all business transacted falls within the remit and powers of the committee. The attending officer will produce draft minutes of the meeting. Only in the event an officer is unable to attend, and the timeframe of events means the meeting cannot be postponed, the committee must appoint a minute taker from within its members.
- d) Minutes will be issued in draft form to the following (in the specified order).
  - i) To the Chair for initial comment within one week. (If a committee member acted as minute taker due to an officer not being present, the Clerk should be forwarded the

## Appendix 1

draft minutes at the same time as the Chair to verify that decisions were in accordance with the Committee's powers, the Council's regulations and with legislation.)

- ii) With agreement by the chair, to the committee members for comment within two weeks of the meeting
- e) Minutes will be approved at the next meeting of the committee and each page signed by the chair.
- f) The minutes of all the Committee meetings, whether in draft form or approved, will be presented to the next Full Council Meetings and any recommendations made by the Committee or decisions made that the Clerk feels should be ratified by Full Council will be an agenda item of that meeting to obtain Full Council approval.

Approved at the Full Council Meeting dated:

Minute Reference:

Chair:

Clerk: