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GIFT OF A BURROWS FOR ALLOTMENTS COMMITTEE TERMS OF REFERENCE

COMMITTEE TYPE: EXECUTIVE

PURPOSE: To manage, on a day-to-day basis, the Gift of A Burrows for Allotments Charity and the land at Tiverton Road (known as Burrows Field) on behalf of the Sole Trustee (Cullompton Town Council).

RESPONSIBILITY: The Gift of A Burrows for Allotments Committee will be responsible to the Sole Trustee (Cullompton Town Council).

AUTHORITY:

1. The Gift of A Burrows for Allotments Committee is delegated to manage the finances of the Trust. Funds are held in a separate account to that of Cullompton Town Council.
2. The Gift of A Burrows for Allotments Committee is authorised to spend, within the limits of the balance of the Gift of A Burrows for Allotments bank account, on projects within the boundary of Burrow's Field. The accounts will be administered by the Sole Trustee (Cullompton Town Council) and it is delegated authority to authorise payments on behalf of the Trustee.
3. The Gift of A Burrows for Allotments Committee is authorised to make grant applications on behalf of the Trust.
4. The Gift of A Burrows for Allotments Committee is authorised to set the level of rent levied on allotment tenants at Burrow's Field.
5. The Gift of A Burrows for Allotments Committee will be required to create a budget annually.

SCOPE:

5. The Gift of A Burrows for Allotments Committee will consist of up to 5 members of Cullompton Town Council. In addition, representatives will be invited to join from the allotment tenants at Burrow's Field. The membership will be decided at the

Annual General Meeting held in May of each year; the Annual General Meeting of the Sole Trustee will take place immediately after the Annual Meeting of the Council.

6. The Gift of A Burrows for Allotments Committee will meet as required and meetings will be called by the Chair of the Committee via the administrative offices of the Sole Trustee. The Agenda for each meeting will be produced by an officer employed by the Sole Trustee.
7. Meetings will take place in accordance with the Local Government Act 1972 and Town Council Standing Orders. Committee members will be expected to adhere to the Town Council's Code of Conduct.
8. The Chair of the Gift of A Burrows for Allotments will be elected each year at the first meeting after the Annual General Meeting.
9. A quorum of the Gift of A Burrows for Allotments Committee will be not less than three members.
10. These Terms of Reference will be reviewed annually at the Annual General Meeting of the Gift of A Burrows Trustee.
11. The Town Clerk to Cullompton Town Council has delegated authority to spend up to £500 in a single transaction on matters related to Burrow's Field.