



Eversley Parish Council

Garden Plots working Group Terms of Reference Adopted July 2026

The Garden Plots Working Group is an advisory group created by the Open Spaces Committee of Eversley Parish Council, as established by the Council's Standing Orders.

TERMS OF REFERENCE FOR THE GARDEN PLOTS WORKING GROUP

1. **Responsibilities.** The working group is responsible for:
 - (a) Make recommendations to the Open Spaces Committee of EPC on maintenance and improvement work and, if approved, organise quotes to be presented to the Open Spaces Committee.
 - (b) Be a conduit for communications with EPC and be the first point of contact to resolve any issues.
 - (c) Review the contracts annually and make recommendations to the Open Spaces Committee.
 - (d) Manage any vacant plots
 - (e) Make recommendations to the Open Spaces Committee for any grant applications for projects considered beneficial to the site.
 - (f) Undertake plot inspections where necessary.
2. **Authority.**

The working group is an advisory group and has no authority to make decisions or to incur expenditure on behalf of EPC without prior approval.
3. **Membership.**

The working group shall comprise of a maximum of two Parish Councillors and a maximum of four plot holders. Councillors will be appointed via nomination by EPC.
4. **Quorum.**

The quorum of the working group shall be three, one of whom must be a Councillor.
5. **Meetings and Minutes.**

The Working Group will meet as required. Minutes will be made of all meetings and sent to the Clerk within 7 days of the meeting.
6. **Policies and Procedures.**

All EPC policies apply to the Working Group, including the Standing Orders, Financial Regulations, and Code of Conduct.