



Castle Hedingham Parish Council

Terms of Reference: Community Allotment working group

Castle Hedingham Village Park

The Community Allotment as part of Castle Hedingham Village Park is established in line with the following vision, aims and objectives for the park as a whole:

Our Vision: To provide a sustainable, safe, accessible and appropriately developed public open space to meet the community's needs in an efficient and effective manner.

Our Aim: To provide an open space that becomes a community hub for the residents of Castle Hedingham whatever their age and ability.

Our Objectives:

- Enhance the physical character of the area
- Provide connected routes
- Protect and enhance the biodiversity of the site
- Provide for children's and young people's play
- Contribute to the creation of healthy places for all ages including quiet areas
- Improve opportunities for contact with the natural world

Community Allotment Working Group

The Community Allotment working group is established in accordance with Standing Order 4, to deliver the aims of Castle Hedingham Parish Council in creating an open space which is open to all and encourages people of different ages, abilities and skills to work together to share their ideas and experience with each other.

Membership

The Group will consist of Allotment Leaders, residents and Parish Councillors. The membership of the Group may be reviewed at any time by the Parish Council. Working Groups cannot make decisions on behalf of the Parish Council, and any recommendations made by the working group will be subject to approval by the Full Council.

Members of the working group acting, claiming to act or giving the impression of acting as a representative of the working group or the Parish Council, must adhere to the Council's policies and procedures, including the Council's Code of Conduct. This includes any social media communications on behalf of the group. All current policies can be found on the Parish Council website or obtained from castlehedinghamparishclerk@gmail.com

Chair of the Group

Group members will agree amongst themselves who will be the Chair of the Group for the following year and will notify such appointment to the Parish Council. The Chair will also be the main point of communication with the Parish Council via the Parish Clerk. The working group will arrange its own meetings and schedule of work at its inaugural meeting.

Reporting

The Group will provide copy meeting notes and/or update reports to the Council on a regular basis. Where a Council decision is required, the Group will provide a report, stating its recommendations and rationale, including sufficient detail to enable the Council to make an informed decision. The leader of the working group, if unable to attend a meeting of the Full Council, will nominate another member of the

working party to attend and deliver the progress report. Formal working group agendas and minutes are not required, however if there is to be a formal meeting of the working group the Parish Clerk will be notified of such a meeting with at least 3 working days' notice.

Finance

All petty cash will be managed and kept securely by the Chair of the Group, or alternatively a nominated treasurer appointed at a meeting by majority vote and with the approval of the Parish Council.

All purchases from petty cash must be accompanied by a receipt, including VAT if applicable in order that the Parish Council can reclaim the VAT.

During the first week of each month a written report to the Parish Council must be emailed to the Parish Clerk, including the following information:

- Total petty cash held at the end of the previous month
- Total spending during the previous month
- Total receipts during the previous month

If petty cash held exceeds £50.00, any surplus over £30.00 must be banked by the Parish Clerk in a ringfenced fund for Community Allotment use

Please see Appendix 1 for good practice in accountability and governance for petty cash

Signed..... Chairman

Adopted at a meeting of Castle Hedingham Parish Council held on 17th April 2023

**Appendix 1: Joint Panel on Accountability and Governance Practitioners Guide
March 2023 (pp 29-30 and p39)**

- Statements in bold type relate to Community Allotment petty cash.
- No debit/credit cards are used by Castle Hedingham Parish Council.

<p>F. Petty Cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for</p>	<ul style="list-style-type: none"> • A number of authorities are now running down and closing their petty cash accounts and using debit / credit cards for ad hoc purchases. Consequently, a “Not covered” response is frequently required in this area. • Review the systems in place for controlling any petty cash and also cash floats (used for bar, catering, etc) • Check a sample of transactions during the financial year to ensure appropriate supporting documentation is held • Review the existence of evidenced periodic independent verification of the petty cash and any other cash floats held • Ensure that VAT is identified wherever incurred and appropriate • Physically check the petty cash and other cash floats held • Where bar or catering facilities are in place, ensure that appropriate cashing-up procedures are in place reconciling the physical cash takings to the till “Z” total readings
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5.44. Petty cash should be kept to a minimum and should not be used when a traceable payment method is available. Complete records of the receipts and payments should be maintained including VAT analysis, and regular reconciliation performed, and reported at each authority meeting.