

Terms for Reference for Exeter Allotments Forum

The Forum will consist of:

1. Portfolio Holder for Environment, Health and Wellbeing.
2. Exeter City Councillors representing Wards with allotment sites.
3. One delegate from each site plus a second delegate from sites with more than the equivalent of fifty full size plots.

Council officers and representatives of other agencies, the voluntary and community sector may be invited by the Chair to attend a particular meeting to provide support, advice or information on a specific issue.

Other City Councillors are welcome to attend.

Overall Aim of the Forum

1. To promote the advantages and community benefits of having an allotment.
2. To ensure that allotment holders on City Council sites have a voice.
3. To be a link between Exeter City Council/Councillors and allotment holders and to promote effective liaison with external organisations.
4. To enable effective communications between sites and to promote initiatives and activities that are of mutual benefit.
5. To promote best practice and share experience to the benefit of all allotment holders.

General Terms of reference

1. The Chair will be elected at the first meeting for a period of twelve months from amongst members of the Forum. Notwithstanding this, the position of Chair will be held by a city councillor for the first twelve months.
2. A Deputy Chair will be elected by the forum to act on their behalf in case of absence.
3. It is the responsibility of the members of the individual allotment sites to elect delegates to represent their views at the forum.
4. Where no association exists, the Forum may invite a 'shadow delegate(s)' to join until such time as a site delegate(s) is elected.
5. Meetings will be held quarterly in the first year and the frequency may be reviewed thereafter.
6. The Chair may call extraordinary meetings where necessary.
7. Meetings will be arranged and venues booked by Exeter City Council.
8. Notice of the meeting will be sent to delegates at least four weeks prior to the meeting and delegates wishing items to be included should present them to the City council prior to the circulation of the final agenda.
9. A final agenda will be sent to all members of the forum at least one week prior to the meeting. The agenda will not include "any other business"

10. Members agree to provide apologies if unable to attend.
11. Member unable to attend may send a deputy in their place providing they have notified the City Council in advance.
12. All discussions and decisions made will be recorded in summary format as minutes and will be signed by the Chair after the agreement of the Forum has been obtained that they reflect a true record of the decisions taken.
13. Delegates are responsible for reporting back to the tenants of their site, posting the minutes on the site notice board, association website etc. if available.

Code of Conduct

- All members must adhere to the Terms of Reference.
- All members shall be open and honest in their dealings and show respect for other members.
- Apart from in point 13 above, members of the forum shall not claim to or seem to represent the forum officially in dealings with the press or other organisation. The Chair will serve as the single point of contact for external matters relating to the forum.
- All speakers will address themselves through the Chair.
- Only one person shall speak at a time.
- Each member wishing to speak on an issue will indicate and the Chair will pick each in turn at his/her discretion.
- All members shall be polite and courteous to one another.
- All speakers will keep to the subject under discussion.
- No member shall raise individual issues unless as a means of illustrating a point.
- No personal political references shall be made
- If a member does not abide by the code of conduct, the Chair will warn that if they break the code of conduct they may be asked to leave the meeting.
- The Forum will not tolerate any racist, sexist, or other discriminatory remarks.
- Any member who consistently breaks the terms of reference or by virtue of their misconduct brings the Forum into disrepute, may be expelled by the Chair.