



FRUGES ECCE PALLIDIS

mirfield
town council

ALLOTMENT COMMITTEE

TERMS OF REFERENCE 2026



MIRFIELD TOWN COUNCIL ALLOTMENT COMMITTEE

1. Committee Name

- The Mirfield Town Council Allotment Committee
- The Clerk will convene ordinary meetings of the committee and the Chairman will convene extraordinary meetings
- For the purpose of these Terms of Reference, MAGS is a shortened form of Mirfield Allotment & Garden Society

2. Objectives & Purpose

- Firstly, the property known as allotment gardens lying to the north of Nab Lane Mirfield and registered under title number WYK911941 and shown edged red on Plan 1
- Secondly, the property known as allotment gardens on the north side of Francis Street Mirfield and registered under title number WYK911930 and shown edged red on Plan 2
- Thirdly, the property known as allotment gardens on the west side of Hopton New Road Mirfield and registered under title number WYK911958 and shown edged red on Plan 3
- To ensure compliance with lease agreements the trustees of MAGS & MTC.
- To make sure that MTC are in receipt of MAGS most up to date Rules
- To foster a positive relationship between the Town Council and MAGS.

3. Powers & Duties

- To review the Annual Rent. This will be reviewed on each Review Date to equal:
 - the amount agreed between the Landlord and Tenant at any time (whether or not that amount is the Open Market Rent); or
 - in the absence of such agreement, the greater of:
 - the Annual Rent payable immediately before the relevant Review Date {or which would then be payable but for any abatement, suspension, concession or reduction of the Annual Rent or restriction on the right to collect it}; and the Open Market Rent agreed or determined pursuant to this Schedule 2 of the lease
- To use the right to enter the Property to inspect the condition of the Property and for any other purpose mentioned in or connected with:
 - (i) the lease;
 - (ii) the Reservations; or
 - (iii) the Landlord's interest in the Property;



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- During the site visits, the committee may check that there aren't any alterations or additions to the Property or installation or erection of any permanent equipment, buildings or other structures on the Property that has not had the Landlord's prior written consent.
- During the site visits the Committee will check that plots do not keep any animals or livestock of any kind on the property except hens or rabbits to the extent permitted by the Allotments Act 1950 s12.
- During the site visits the Committee will check the good repair order and condition of all hedges trees gates stiles walls and fences on the property and when reasonably required to cleanse and scour all drains ditches and culverts
- To liaise with the Clerk on any issues raised from residents or MAGS.
- Address issues that may occur between neighbouring residents and MAGS
- Ensure that if a complaint is received by MTC, it is dealt with in line with the lease
- Ensure that MAGS are acting in line with their own rules.
 - 10.7 The Tenant shall at all times:
 - (a) Maintain a list of the plots occupied by allotment garden holders.
 - (b) Manage the allotments and allotment garden holders in accordance with the rules of Mirfield Allotments and Gardens Society (MAGS) as may be amended from time to time.
 - (c) Provide the Landlord with a copy of the amended rules for MAGS within 14 days of any change of those rules
- To review the Mutual option to break item 17 in the lease
 - 17.1 Either the Landlord or the Tenant may terminate this lease by serving a Break Notice on the other party at least twelve months before the Break Date

4. Membership

- The committee will consist of 5 elected Town Councillors
- **Chair/Vice-Chair:** Will be elected by the committee at the first meeting of the Allotment Committee
- **Quorum:** Minimum of 3 elected Town Councillors required for quorum



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5. Meetings & Procedures

- **Frequency:** At least quarterly, or as needed.
- **Rules:** Operate under the Council's Standing Orders.
- **Agenda/Minutes:** Minutes will be taken by the Clerk or in their absence a member of the committee. Circulated in advance; minutes recorded, approved, and reported to the Full Council.
- The committee will follow the rules for convening its meetings as those applied to meetings of the full council, ie public notice, summons/agenda to members and minutes taken and retained.
- **Administration Policy For The Allotments as adopted 17/2/22 MTC358/19(3)**
The income received from MAGS for the annual rent be spent solely on discharging the functions of the landlord as described and set out in the lease The time taken by the Clerk on allotment matters should be charged against the allotment account and either paid as additional hours to the Clerk or taken out of her contract hours if possible. The Clerk charge a daily rate of interest on any loan MTC transfers to the allotment account & time spent by the Clerk on allotment matters, be taken from the allotment account. Depending on workload to take out of hours, if not feasible, paid in addition to council hours at the Clerk's hourly rate of pay.

6. Reporting & Accountability

- Minutes & Recommendations: Report decisions and recommendations to the Full Council.

7. Review

- The Terms of Reference and members to be reviewed annually at the Annual Town Council Meeting in May

ADOPTED 13/5/26 MTC9 (5)