

Name of Working Group	Allotment Liaison Group
Membership Who should be part of the group, and what rights do they have in decision-making?	Five nominated Didcot Town Councillors, each representing a different allotment site Deputy Town Clerk, Outdoor Services Manager and one other Council officer Two bi-annually elected allotment representatives per allotment site
Purpose Why does it exist? What does it seek to achieve?	To provide a forum to enable a mutual exchange of information and views about current and potential allotment issues between allotment stakeholders: Council members, allotment holders and Council staff.
Task and finish/ongoing? If task and finish, please define the date or output that marks the groups closure	Ongoing.
Meetings Does the group meet in person or virtually?	In person
How often should it meet, and should it meet in the day time or evening?	Three per year: a month prior to the Environment Committee meetings commencing March, June and September of each year and any additional meetings if required. Meetings to take place during the evenings.
Reporting How should the business be reported and to whom?	Reporting to the Environment Committee. Environment Committee to have a standing item on the agenda to receive an update report provided by officers and to consider any issues arising if not considered elsewhere on the agenda
Minutes published Are minutes required, and who should they be sent to?	Yes, to be circulated to working group members
Public attendance Can the public attend, can they participate and are there any rules around this?	Attendance at the invitation of the Town Council members or officers working group members. Unless otherwise agreed by Councillors at the start of the meeting, members of the public may speak at any point