



WESTERN WARDS ALLOTMENT ASSOCIATION
(Charitable Incorporated Organisation)

Registered Charity Number of 1205562

www.wvaa.org.uk

Board of Trustees Terms of Reference

Purpose

The Western Wards Allotment Association (WWAA) exists to manage the provision of allotments in the Borough of Fareham under an agreement with Fareham Borough Council.

The business of running the five sites rests with a committee made up of site managers with a Chair, Treasurer and Secretary.

The appointment of all members of the Committee are subject to approval at an Annual General Meeting held in November.

The Lease Agreement with Fareham Borough Council and the Charitable Status of the organisation requires there to be a board of Trustees.

Board Membership

The board of Trustees comprises five Trustees.

Trustees must be members of the Western Wards Allotment Association, which has an annual membership arrangement and they may, but not necessarily, be allotment plot holders and live within the Borough of Fareham.

They will be drawn from volunteers meeting the above requirements.

The Chair of Trustees will be selected by the group.

The term of office of the Trustees is unlimited but their continuation to serve is subject to the approval at the Association's Annual General Meeting, held annually in November.

Roles and Responsibilities of the Board

The role of the board of Trustees is to:

- Ensure that the Charitable objects are being met

The Charitable objects are-

To further or benefit, primarily but not exclusively, the residents of the Borough of Fareham without distinction of Gender, Sexual Orientation, Race or of Political, Religious, or other opinions by providing allotment facilities, communal gardening space and promoting sustainable growing practices in the interests of social welfare for recreational leisure time occupation with the objective of improving life for the residents.

- Ensuring that the Association complies with all relevant local and national legislation, conditions of the Lease with Fareham Borough Council and its own Constitution
- Be named on the Lease held with Fareham Borough Council for 4 of the 5 sites that the Association administers
- Ensure that the process for the appointment of officers to the Committee is followed
- Have sight, knowledge and sign off of; inter alia The Annual Accounts, Risk Assessments Procedures and Job Roles of the Committee and ensure that these are regularly reviewed and updated
- Propose to the Annual General Meeting of the Association the level of Honoraria to be paid to members of the management committee in liaison with the Chair and Treasurer of the management committee
- Prepare and submit in liaison with the committee Chair the Annual Report to the Charity Commission
- At least one Trustee will attend the bi-monthly meetings of the management committee and feedback to the board of trustees any issues that require their knowledge of or input to.

Board Meetings

The board will meet a minimum of three times annually and these meetings will be arranged by the Chair of the board.

Meeting notices, with an agenda, will be circulated in advance and the meetings will be recorded by written minutes.

The minimum number of Trustees (including the Chair) attending to be considered quorum is three.

Decisions made by the board will be based on consensus.

Review

These Terms of Reference were issued November 2025 and will be reviewed annually