

BENTLEY PARISH COUNCIL

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ALLOTMENT MANAGEMENT COMMITTEE STANDING ORDERS CONTENTS

1. **Introduction** – The Statutory Allotment site within Bentley is leased by the Parish Council and managed on a day to day basis by Bentley Parish Council Allotment Committee.
2. **Responsibilities** – Bentley Parish Council
3. **Structure of the Committee** - The Allotment Committee is Bentley Parish Council
4. **Additional Attendees** - Either side may call on any person to attend a meeting when deemed necessary in order to provide specialist information or knowledge to the Committee. Any Person so attending shall have no rights to vote at the meeting. Only those members duly appointed shall have the power to vote at the meetings.
5. **Treasurer** The Treasurer will be Bentley Parish Council Clerk of the Council.
6. **Secretary** – The role of Secretary will be the Parish Council Clerk.
7. **Bank Account** - The funds are retained by the Parish Council and are subject to the conditions detailed within their Standing Orders.
8. **Audit of Accounts** - The accounts shall be audited in accordance with the normal audit procedures detailed within the Parish Council Standing Orders.
9. **Meetings** – In general two meetings shall be held each year, typically one in April and one in October. The meeting will normally be held in the Village Hall with the exception that the April meeting will be preceded by an inspection of the allotment site. The Clerk to the Parish Council is to be informed of the call for a meeting and will, so far as possible, arrange a meeting at a time convenient to all members.
10. **Quorum** - A quorum shall consist of three members of Bentley Parish Council and the Clerk.
11. **Order of Business** – The following agenda will be adopted for the normal Order of Business at the meetings. Additional agenda items may be added as the need arises.
 - Apologies for absence
 - Minutes from previous meetings
 - Matters arising from the previous minutes
 - Correspondence
 - Treasurer's Report
 - Budget
 - Parish Council Committee Report
 - Review of Standing Orders – April meeting only
 - Any other businessThe budget shall be tracked at the April meeting and set for the coming year at the October meeting.
12. **Meeting** – Any minutes from an Allotment Committee Meeting shall be deemed to be in the public domain and shall therefore be available to scrutiny by members of the public once they have been adopted as a true record of the meeting by the members of the Committee at the next PC Meeting.

13. **Rental** - All allotment plots are rented out on behalf of Bentley Parish Council. The Parish Council collects whatever rental is due from the plot holder and is responsible for ensuring that the plot holder signs the Rental Agreement to indicate that they accept and will adhere to the Terms and Conditions. Local rates.

14. **Cessation of Rental**

14.1 **By a Plot Holder** – A plot holder may terminate his/her rent at anytime by informing the Parish Council in writing. If the plot holder terminates his rental part way through the year, refund of the rental fee, if any, shall be at the sole discretion of the Parish Council Committee.

14.2 **By the Parish Council Committee** – Any plot holder who is in breach of any of the agreed Terms and Conditions may have their agreement terminated. The Parish council shall undertake to ascertain the reason for the breach in Terms and Conditions and shall take all reasonable steps to resolve the breach. The Parish Council Allotments Committee shall take all reasonably practicable steps to assimilate any additional supporting evidence that supports any breach of the agreed Terms and Conditions. Where agreement is reached the Parish Council may require an undertaking from one or all parties to any dispute to acknowledge the solution and abide by it.

In exceptional cases where resolution cannot be achieved amicably, in extreme cases, these actions may result in the eviction of the plot holder from their plot. The decision of the Parish Council Allotments Committee in such a case shall be final.

14.3 **Transfer of Tenancy** – Normally when a plot becomes vacant the next person on the waiting list will be offered a Tenancy Agreement for the plot.

If however, a plot becomes available, due either to death of the tenant or the tenant surrendering his/her plot and the plot has previously been jointly worked between the tenant and their partner and/or friends then the co-worker shall be given first refusal on whether they wish to enter into a new Tenancy Agreement prior to anyone from any waiting list that should be in existence. If the co-worker waives their right to undertake a new Tenancy Agreement then the plot shall be re-let in the normal manner by offering it to the next person on the waiting list.

14.4 **Grievances** - The normal procedure for a plot holder to air a grievance regarding site matters is to make representations to the Parish Clerk. If they feel that their grievance has not been adequately dealt with then it may be presented to the Parish Council Allotments Committee whose decision is final.

14.5 **Document Review** - Any amendments to this document shall be the sole responsibility of Bentley Parish Council Allotment Committee. This document shall be reviewed annually at the April meeting of the Parish Council Allotment Committee.