

Langton Matravers Parish Council

Allotment Administration Officer (The Clerk)

To perform all the office administration tasks that are required for the good management of the Council's Allotment Gardens:

Tasks to include:

- Maintain the register of the allotment tenants, containing their name, contact details (address, telephone no, email address) and plot number.
- Maintain the waiting list for people wanting either a full or half plot, recording applicants' parish of residence; priority is for Langton residents.
- Keep (and update as necessary) map of allotment plots with tenant names, and forward to ALOs when changes occur.
- Liaise with Chair of LMAA as necessary
- Inform the Allotment Liaison Officers when any plot becomes vacant.
- Give the Allotment Liaison Officers the details of the new tenants for a vacant plot.
- Arrange a meeting with potential new tenants to advise them of the terms of the tenancy agreement, insurance arrangements, general facilities available and the use of any equipment that they have the right to use (usually ALOs).
- Produce 2 copies of the Council's Tenancy Agreement and ensure that they are both signed by the Clerk or ALO and new tenants. Keep 1 copy of all signed agreements.
- Issue GDPR notices to all new tenants.
- In October of each year, recommend to the Council, the year-after-next's fees, based on water charges (current year's usage and amount pre-paid) and other current costs.
- Prior to the end of December, issue each tenant with an invoice for the next year's allotment fees.
- Bank all payments received and issue receipts if required.
- Pay all bills for allotment expenses as necessary.
- Pay the annual Product and Public Liability insurance on behalf of the Allotment Association.
- Inform the Allotment Liaison Officers of any concerns raised about the allotments so that the officers can investigate and report back to the Council.