

Devolved management - schedule of responsibilities

	Management Responsibility	Site Sec or Site Assoc'n	Council Allotment Co-ordinator
1	Maintain a Site register of tenants	X	
2	Manage the Site waiting list	X	
3	Show prospective tenants vacant plots	X	
4	Allocate vacant plots to probationers and send completed Probationer form to the Allotment Co-ordinator.	X	
5	Support and review the probationer's progress in the three month trial period. Decide if the probationer has passed or failed and inform the probationer accordingly. Refer any objections to the Allotment Co-ordinator as appropriate.	X	
6	Inform the Allotment Co-ordinator of new tenants. Arrange for the completion of application forms with proof of address and entitlement to the state pension and other concessionary rents	X	
7	Maintain the Colony Allotment Management & Tenant Database		X
8	Issue Tenancy Agreements to successful probationers		X
9	Verify entitlement to concessionary rents		X
11	Inform the Allotment Co-ordinator of changes of tenants personal details	X	
12	Inform the Allotment Co-ordinator of tenant's deaths and voluntary terminations	X	
13	Arrange and accompany the Allotment Co-ordinator on planned site visits	X	
14	Respond to tenant's enquiries and concerns and refer to the Allotment Co-ordinator as appropriate.	X	
15	Monitor compliance with site specific rules e.g parking, bonfires and BBQs. Refer offenders to the Allotment Co-ordinator as appropriate.	X	
16	Carry out site inspections		X
17	Issue Non Compliance Notices		X
18	Issue Termination notices		X
19	Monitor non compliance and termination notices		X
20	Carry out evictions		X
21	Recover keys on termination (if possible)	X	
21A	Mediate in disputes between tenants. Refer to Allotment Co-ordinator if agreement cannot be reached	X	
21B	Deal with formal complaints and mediate in disputes where the Site Association has been unable to do so.		X
22	Manage the Site's minor repairs and maintenance budget; keep records of how the monies are spent and prepare an annual repairs account for review purposes.	X	

23	Inform the Allotment Co-ordinator of damage to fences gates, water supply and roadways	X	
24	Maintain the site asset works register - roadways, water supply, security fencing and gates.		X
25	Bid for capital grants to undertake programme of site asset works		X
26	Procure and monitor completion of planned asset works and any reactive maintenance		X
27	Set level of rents and water charges		X
28	Issue rent invoices		X
29	Collect rents and pursue debtors		X
30	Pay the water supply bills		X
31	Management of registered trees e.g. Oaks		X
31	Take legal responsibility and ensure compliance with all relevant laws, by-laws and regulations		X
33	Communicate Borough wide allotment issues to all tenants		X
34	Keep appropriate records of annual allotment receipts and expenses for sharing with Forum		X

Additional tasks for SHAA

Completion of the Barn

Plot 15 monitoring works and finance

Trading shed ordering

Trading shed schedule and volunteers

Website - keeping up to date with minutes, price lists, etc.

Newsletter and site communications to tenants

Minutes

Chairing meetings and sending agenda

Fundraising

Treasurer

Management of the Barn - liaising with individuals and groups about events, housekeeping

AGM

Plot 15 garden

relationship with the RHS

food waste - collecting surplus etc.