Devolved management - schedule of responsibilities

Management Responsibility Maintain a Site register of tenants Manage the Site waiting list Manage the Site waiting list Manage the Site waiting list Allocate vacant plots to probationers and send completed Probationer form to the Allotment Co-ordinator. 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. 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 Maintain the Colony Allotment Management & Tenant 7 Database 8 Issue Tenancy Agreements to succesful probationers y Verify entitlement to concessionary rents Inform the Allotment Co-ordinator of changes of tenants personal details Inform the Allotment Co-ordinator of tenant's deaths and voluntary terminations Arrange and accompany the Allotment Co-ordinator on planned site visits Respond to tenant's enquiries and concerns and refer to the Allotment Co-ordinator as appropriate. Monitor compliance with site specific rules e.g parking, bonfires and BBQs. Refer offenders to the Allotment Co-ordinator as appropriate. Carry out site inspections X X Mediate in disputes between tenants. Refer to Allotment Co-ordinator non compliance and termination notices X X Mediate in disputes between tenants. Refer to Allotment Co-ordinator fi agreement cannot be reached Carry out evictions Mediate in disputes between tenants. Refer to Allotment Co-ordinator if agreement cannot be reached Deal with formal complaints and mediate in disputes Where the Site Association has been unable to do so. 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.	Dev	olved management - schedule of responsibilities	0:4	
Management Responsibility Maintain a Site register of tenants Manage the Site waiting list Manage the Site waiting list Allocate vacant plots to probationers and send completed Probationer form to the Allotment Co-ordinator. 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. 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 Susue Tenancy Agreements to succesful probationers Varify entitlement to concessionary rents Inform the Allotment Co-ordinator of changes of tenants personal details Inform the Allotment Co-ordinator of changes of tenants personal details Inform the Allotment Co-ordinator of tenant's deaths and voluntary terminations Arrange and accompany the Allotment Co-ordinator on planned site visits Respond to tenant's enquiries and concerns and refer to the Allotment Co-ordinator as appropriate. A Monitor compliance with site specific rules e.g parking, bonfires and BBQs. Refer offenders to the Allotment Co-ordinator as appropriate. Carry out site inspections X X Salva Recover keys on termination (if possible) Mediate in disputes between tenants. Refer to Allotment Co-ordinator if agreement cannot be reached Mediate in disputes between tenants. Refer to Allotment Co-ordinator if agreement cannot be reached Mediate in disputes between tenants. Refer to Allotment Co-ordinator if agreement cannot be reached Mediate in disputes between tenants. Refer to Allotment Co-ordinator if agreement cannot be reached Mediate in disputes between tenants. Refer to Allotment Co-ordinator if agreement cannot be reached Mediate in disputes between tenants. Refer to Allotment Co-ordinator if agreement cannot be reached Mediate in disputes between tenants. Refer to Allotment Co-ordinator i				
Management Responsibility Maintain a Site register of tenants Manage the Site waiting list Show prospective tenants vacant plots Allocate vacant plots to probationers and send completed Probationer form to the Allotment Co-ordinator. 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. 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 Maintain the Colony Allotment Management & Tenant Database Verify entitlement to concessionary rents Inform the Allotment Co-ordinator of changes of tenants personal details Inform the Allotment Co-ordinator of changes of tenants personal details Inform the Allotment Co-ordinator of tenant's deaths and voluntary terminations Arrange and accompany the Allotment Co-ordinator on planned site visits Respond to tenant's enquiries and concerns and refer to the Allotment Co-ordinator as appropriate. Monitor compliance with site specific rules e.g parking, bonfires and BBQs. Refer offenders to the Allotment Co-ordinator as appropriate. Monitor compliance with site specific rules e.g parking, bonfires and BBQs. Refer offenders to the Allotment Co-ordinator as appropriate. Monitor compliance with site specific rules e.g parking, bonfires and BBQs. Refer offenders to the Allotment Co-ordinator as appropriate. Monitor compliance with site specific rules e.g parking, bonfires and BBQs. Refer offenders to the Allotment Co-ordinator as appropriate. Monitor compliance with site specific rules e.g parking, bonfires and BBQs. Refer offenders to the Allotment Co-ordinator as appropriate. Monitor ono compliance and termination notices X X X X X X X X X X X X X				
Management Responsibility 1 Maintain a Site register of tenants 2 Manage the Site waiting list 3 Show prospective tenants vacant plots 4 Allocate vacant plots to probationers and send completed 4 Probationer form to the Allotment Co-ordinator. 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. 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 Maintain the Colony Allotment Management & Tenant Database 8 Issue Tenancy Agreements to succesful probationers 9 Verify entitlement to concessionary rents 11 Inform the Allotment Co-ordinator of changes of tenants personal details 12 Inform the Allotment Co-ordinator of tenant's deaths and voluntary terminations 13 Arrange and accompany the Allotment Co-ordinator on planned site visits 14 Respond to tenant's enquiries and concerns and refer to the Allotment Co-ordinator as appropriate. 15 Monitor compliance with site specific rules e.g parking, bonfires and BBQs. Refer offenders to the Allotment Co-ordinator as appropriate. 16 Carry out site inspections 17 Issue Non Compliance with site specific rules e.g parking, bonfires and BBQs. Refer offenders to the Allotment Co-ordinator as appropriate. 16 Carry out site inspections 17 Issue Non Compliance and termination notices 18 Issue Termination notices 19 Monitor non compliance and termination notices 20 Carry out evictions 21 Recover keys on termination (if possible) 22 Recover keys on termination the reached 23 Manage the Site's minor repairs and maintenance budget; keep records of how the monies are spent and prepare an				
Management Responsibility c'n ordinator Manage the Site register of tenants Manage the Site waiting list Show prospective tenants vacant plots Allocate vacant plots to probationers and send completed Probationer form to the Allotment Co-ordinator. 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. 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 Maintain the Colony Allotment Management & Tenant Database Inform the Allotment Co-ordinator of changes of tenants personal details Inform the Allotment Co-ordinator of changes of tenants personal details Inform the Allotment Co-ordinator of tenant's deaths and voluntary terminations Arrange and accompany the Allotment Co-ordinator on planned site visits Respond to tenant's enquiries and concerns and refer to the Allotment Co-ordinator as appropriate. Monitor compliance with site specific rules e.g parking, bonfires and BBQs. Refer offenders to the Allotment Co-ordinator as appropriate. Respond to tenant's enquiries and concerns and refer to the Allotment Co-ordinator as appropriate. Monitor compliance with site specific rules e.g parking, bonfires and BBQs. Refer offenders to the Allotment Co-ordinator as appropriate. Carry out site inspections Issue Termination notices X X Respond to tenant's enquiries and concerns and refer to the Allotment Co-ordinator as appropriate. X X X X X X X X X X X X X				
Maintain a Site register of tenants Manage the Site waiting list Show prospective tenants vacant plots Allocate vacant plots to probationers and send completed Probationer form to the Allotment Co-ordinator. 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. 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 Maintain the Colony Allotment Management & Tenant Database Inform the Allotment Co-ordinator of changes of tenants yerify entitlement to concessionary rents Inform the Allotment Co-ordinator of changes of tenants personal details Inform the Allotment Co-ordinator of tenant's deaths and voluntary terminations Arrange and accompany the Allotment Co-ordinator on planned site visits Respond to tenant's enquiries and concerns and refer to the Allotment Co-ordinator as appropriate. Monitor compliance with site specific rules e.g. parking, bonfires and BBQs. Refer offenders to the Allotment Co-ordinator as appropriate. Carry out site inspections Recover keys on termination (if possible) Mediate in disputes between tenants. Refer to Allotment Co-ordinator if agreement cannot be reached X Manage the Site Site Association has been unable to do so. Manage the Site site sinsor repairs and maintenance budget; keep records of how the monies are spent and prepare an				-
2 Manage the Site waiting list 3 Show prospective tenants vacant plots Allocate vacant plots to probationers and send completed Probationer form to the Allotment Co-ordinator. 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. 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 Maintain the Colony Allotment Management & Tenant Database 8 Issue Tenancy Agreements to succesful probationers y Verify entitlement to concessionary rents Inform the Allotment Co-ordinator of changes of tenants personal details Inform the Allotment Co-ordinator of tenant's deaths and voluntary terminations Arrange and accompany the Allotment Co-ordinator on planned site visits Respond to tenant's enquiries and concerns and refer to the Allotment Co-ordinator as appropriate. Monitor compliance with site specific rules e.g parking, bonfires and BBQs. Refer offenders to the Allotment Co-ordinator as appropriate. K Carry out site inspections Issue Non Compliance Notices Issue Termination notices Monitor non compliance and termination notices X X X X X X X X X X X X X		,		ordinator
Allocate vacant plots to probationers and send completed Probationer form to the Allotment Co-ordinator. 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. 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 Maintain the Colony Allotment Management & Tenant Database Inform the Allotment Co-ordinator of changes of tenants personal details Inform the Allotment Co-ordinator of changes of tenants personal details Inform the Allotment Co-ordinator of tenant's deaths and voluntary terminations Arrange and accompany the Allotment Co-ordinator on planned site visits Respond to tenant's enquiries and concerns and refer to the Allotment Co-ordinator as appropriate. Monitor compliance with site specific rules e.g parking, bonfires and BBQs. Refer offenders to the Allotment Co-ordinator as appropriate. Monitor compliance with site specific rules e.g parking, bonfires and BBQs. Refer offenders to the Allotment Co-ordinator as appropriate. Carry out site inspections Issue Termination notices X X X X X X X X X X X X X	1		X	
Allocate vacant plots to probationers and send completed Probationer form to the Allotment Co-ordinator. 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. 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 Maintain the Colony Allotment Management & Tenant Database Issue Tenancy Agreements to succesful probationers Verify entitlement to concessionary rents Inform the Allotment Co-ordinator of changes of tenants personal details Inform the Allotment Co-ordinator of tenant's deaths and voluntary terminations Arrange and accompany the Allotment Co-ordinator on planned site visits Respond to tenant's enquiries and concerns and refer to the Allotment Co-ordinator as appropriate. Monitor compliance with site specific rules e.g parking, bonfires and BBQs. Refer offenders to the Allotment Co-ordinator as appropriate. Kandintor of tenant's enquiries and concerns and refer to the Allotment Co-ordinator as appropriate. Carry out site inspections Sales Refer offenders to the Allotment Co-ordinator as appropriate. Monitor compliance with site specific rules e.g parking, bonfires and BBQs. Refer offenders to the Allotment Co-ordinator as appropriate. Carry out site inspections Monitor non compliance and termination notices A Recover keys on termination (if possible) Mediate in disputes between tenants. Refer to Allotment Co-ordinator if agreement cannot be reached Deal with formal complaints and mediate in disputes where the Site's minor repairs and maintenance budget; keep records of how the monies are spent and prepare an	2		X	
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. 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 Maintain the Colony Allotment Management & Tenant Database Inform the Allotment to succesful probationers Verify entitlement to concessionary rents Inform the Allotment Co-ordinator of changes of tenants personal details Inform the Allotment Co-ordinator of tenant's deaths and voluntary terminations Arrange and accompany the Allotment Co-ordinator on planned site visits Respond to tenant's enquiries and concerns and refer to the Allotment Co-ordinator as appropriate. Monitor compliance with site specific rules e.g parking, bonfires and BBQs. Refer offenders to the Allotment Co-ordinator as appropriate. Monitor compliance with site specific rules e.g parking, bonfires and BBQs. Refer offenders to the Allotment Co-ordinator as appropriate. Monitor non compliance Notices Same Termination notices Monitor non compliance and termination notices Carry out site inspections Monitor non compliance and termination notices Carry out evictions Mediate in disputes between tenants. Refer to Allotment Co-ordinator if agreement cannot be reached Deal with formal complaints and mediate in disputes where the Site's minor repairs and maintenance budget; keep records of how the monies are spent and prepare an	3		X	
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. 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 Maintain the Colony Allotment Management & Tenant Database Issue Tenancy Agreements to succesful probationers Verify entitlement to concessionary rents Inform the Allotment Co-ordinator of changes of tenants personal details Inform the Allotment Co-ordinator of tenant's deaths and voluntary terminations Arrange and accompany the Allotment Co-ordinator on planned site visits Respond to tenant's enquiries and concerns and refer to the Allotment Co-ordinator as appropriate. Monitor compliance with site specific rules e.g parking, bonfires and BBQs. Refer offenders to the Allotment Co-ordinator as appropriate. Monitor compliance with site specific rules e.g parking, bonfires and BBQs. Refer offenders to the Allotment Co-ordinator as appropriate. Carry out site inspections Issue Non Compliance Notices Monitor on compliance and termination notices Carry out evictions Non Carry out evictions Carry out evictions Mediate in disputes between tenants. Refer to Allotment Co-ordinator if agreement cannot be reached Deal with formal complaints and mediate in disputes where the Site's minor repairs and maintenance budget; keep records of how the monies are spent and prepare an		·		
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. 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 Maintain the Colony Allotment Management & Tenant Database Rissue Tenancy Agreements to succesful probationers Verify entitlement to concessionary rents Inform the Allotment Co-ordinator of changes of tenants personal details Inform the Allotment Co-ordinator of tenant's deaths and voluntary terminations Arrange and accompany the Allotment Co-ordinator on planned site visits Respond to tenant's enquiries and concerns and refer to the Allotment Co-ordinator as appropriate. Monitor compliance with site specific rules e.g parking, bonfires and BBOs. Refer offenders to the Allotment Co-ordinator as appropriate. Carry out site inspections Ty Issue Non Compliance Notices Sy Monitor non compliance and termination notices Monitor non compliance and termination notices A Carry out evictions Mediate in disputes between tenants. Refer to Allotment Co-ordinator if agreement cannot be reached Deal with formal complaints and mediate in disputes Where the Site Association has been unable to do so. Manage the Site's minor repairs and maintenance budget; keep records of how the monies are spent and prepare an	4	Probationer form to the Allotment Co-ordinator.	Х	
for the completion of application forms with proof of address and entitlement to the state pension and other concessionary rents Maintain the Colony Allotment Management & Tenant Database 8 Issue Tenancy Agreements to succesful probationers 9 Verify entitlement to concessionary rents Inform the Allotment Co-ordinator of changes of tenants personal details Inform the Allotment Co-ordinator of tenant's deaths and voluntary terminations Arrange and accompany the Allotment Co-ordinator on planned site visits Respond to tenant's enquiries and concerns and refer to the Allotment Co-ordinator as appropriate. Monitor compliance with site specific rules e.g parking, bonfires and BBQs. Refer offenders to the Allotment Co-ordinator as appropriate. Carry out site inspections 13 Issue Non Compliance Notices 14 Issue Termination notices 15 Monitor non compliance and termination notices 20 Carry out evictions 21 Recover keys on termination (if possible) Mediate in disputes between tenants. Refer to Allotment Co-ordinator if agreement cannot be reached Deal with formal complaints and mediate in disputes Manage the Site Association has been unable to do so. Manage the Site Association has been unable to do so. Manage the Site Association has been unable to do so. Manage the Site Association has been unable to do so.	5	month trial period. Decide if the probationer has passed or failed and inform the probationer accordingly. Refer any	X	
7 Database	6	for the completion of application forms with proof of address and entitlement to the state pension and other concessionary rents	х	
9 Verify entitlement to concessionary rents Inform the Allotment Co-ordinator of changes of tenants personal details Inform the Allotment Co-ordinator of tenant's deaths and voluntary terminations Arrange and accompany the Allotment Co-ordinator on planned site visits X Respond to tenant's enquiries and concerns and refer to the Allotment Co-ordinator as appropriate. Monitor compliance with site specific rules e.g parking, bonfires and BBQs. Refer offenders to the Allotment Co-ordinator as appropriate. 16 Carry out site inspections 17 Issue Non Compliance Notices 18 Issue Termination notices 20 Carry out evictions 21 Recover keys on termination (if possible) Mediate in disputes between tenants. Refer to Allotment Co-ordinator if agreement cannot be reached Deal with formal complaints and mediate in disputes where the Site Association has been unable to do so. Manage the Site's minor repairs and maintenance budget; keep records of how the monies are spent and prepare an	7			X
Inform the Allotment Co-ordinator of changes of tenants personal details Inform the Allotment Co-ordinator of tenant's deaths and voluntary terminations Arrange and accompany the Allotment Co-ordinator on planned site visits Respond to tenant's enquiries and concerns and refer to the Allotment Co-ordinator as appropriate. Monitor compliance with site specific rules e.g parking, bonfires and BBQs. Refer offenders to the Allotment Co-ordinator as appropriate. Carry out site inspections Resultsue Non Compliance Notices Issue Non Compliance Notices Monitor non compliance and termination notices X Recover keys on termination (if possible) Mediate in disputes between tenants. Refer to Allotment Co-ordinator if agreement cannot be reached Deal with formal complaints and mediate in disputes where the Site Association has been unable to do so. Manage the Site's minor repairs and maintenance budget; keep records of how the monies are spent and prepare an	8	Issue Tenancy Agreements to succesful probationers		Х
11 personal details	9	Verify entitlement to concessionary rents		Х
Arrange and accompany the Allotment Co-ordinator on planned site visits Respond to tenant's enquiries and concerns and refer to the Allotment Co-ordinator as appropriate. Monitor compliance with site specific rules e.g parking, bonfires and BBQs. Refer offenders to the Allotment Co-ordinator as appropriate. 16 Carry out site inspections 17 Issue Non Compliance Notices 18 Issue Termination notices 19 Monitor non compliance and termination notices 20 Carry out evictions 21 Recover keys on termination (if possible) Mediate in disputes between tenants. Refer to Allotment Co-ordinator if agreement cannot be reached Deal with formal complaints and mediate in disputes where the Site Association has been unable to do so. Manage the Site's minor repairs and maintenance budget; keep records of how the monies are spent and prepare an	11		Х	
Respond to tenant's enquiries and concerns and refer to the Allotment Co-ordinator as appropriate. Monitor compliance with site specific rules e.g parking, bonfires and BBQs. Refer offenders to the Allotment Co-ordinator as appropriate. 16 Carry out site inspections 17 Issue Non Compliance Notices 18 Issue Termination notices 19 Monitor non compliance and termination notices 20 Carry out evictions 21 Recover keys on termination (if possible) Mediate in disputes between tenants. Refer to Allotment Co-ordinator if agreement cannot be reached Deal with formal complaints and mediate in disputes where the Site Association has been unable to do so. Manage the Site's minor repairs and maintenance budget; keep records of how the monies are spent and prepare an	12		х	
the Allotment Co-ordinator as appropriate. Monitor compliance with site specific rules e.g parking, bonfires and BBQs. Refer offenders to the Allotment Co-ordinator as appropriate. Carry out site inspections Issue Non Compliance Notices Monitor non compliance and termination notices Carry out evictions Monitor non compliance and termination notices Carry out evictions Recover keys on termination (if possible) Mediate in disputes between tenants. Refer to Allotment Co-ordinator if agreement cannot be reached Deal with formal complaints and mediate in disputes where the Site Association has been unable to do so. Manage the Site's minor repairs and maintenance budget; keep records of how the monies are spent and prepare an	13		х	
bonfires and BBQs. Refer offenders to the Allotment Co- ordinator as appropriate. 16 Carry out site inspections 17 Issue Non Compliance Notices 18 Issue Termination notices 19 Monitor non compliance and termination notices 20 Carry out evictions 21 Recover keys on termination (if possible) Mediate in disputes between tenants. Refer to Allotment Co-ordinator if agreement cannot be reached Deal with formal complaints and mediate in disputes 21B where the Site Association has been unable to do so. Manage the Site's minor repairs and maintenance budget; keep records of how the monies are spent and prepare an	14	the Allotment Co-ordinator as appropriate.	x	
17 Issue Non Compliance Notices 18 Issue Termination notices 19 Monitor non compliance and termination notices 20 Carry out evictions 21 Recover keys on termination (if possible) Mediate in disputes between tenants. Refer to Allotment Co-ordinator if agreement cannot be reached Deal with formal complaints and mediate in disputes where the Site Association has been unable to do so. Manage the Site's minor repairs and maintenance budget; keep records of how the monies are spent and prepare an	15	bonfires and BBQs. Refer offenders to the Allotment Co-	X	
17 Issue Non Compliance Notices 18 Issue Termination notices 19 Monitor non compliance and termination notices 20 Carry out evictions 21 Recover keys on termination (if possible) Mediate in disputes between tenants. Refer to Allotment Co-ordinator if agreement cannot be reached Deal with formal complaints and mediate in disputes where the Site Association has been unable to do so. Manage the Site's minor repairs and maintenance budget; keep records of how the monies are spent and prepare an	16	Carry out site inspections		X
18 Issue Termination notices 19 Monitor non compliance and termination notices 20 Carry out evictions 21 Recover keys on termination (if possible) Mediate in disputes between tenants. Refer to Allotment Co-ordinator if agreement cannot be reached Deal with formal complaints and mediate in disputes where the Site Association has been unable to do so. Manage the Site's minor repairs and maintenance budget; keep records of how the monies are spent and prepare an	. •	•		
19 Monitor non compliance and termination notices 20 Carry out evictions 21 Recover keys on termination (if possible) Mediate in disputes between tenants. Refer to Allotment Co-ordinator if agreement cannot be reached Deal with formal complaints and mediate in disputes where the Site Association has been unable to do so. Manage the Site's minor repairs and maintenance budget; keep records of how the monies are spent and prepare an		·		
20 Carry out evictions 21 Recover keys on termination (if possible) Mediate in disputes between tenants. Refer to Allotment Co-ordinator if agreement cannot be reached Deal with formal complaints and mediate in disputes where the Site Association has been unable to do so. Manage the Site's minor repairs and maintenance budget; keep records of how the monies are spent and prepare an	.0			
21 Recover keys on termination (if possible) Mediate in disputes between tenants. Refer to Allotment Co-ordinator if agreement cannot be reached Deal with formal complaints and mediate in disputes where the Site Association has been unable to do so. Manage the Site's minor repairs and maintenance budget; keep records of how the monies are spent and prepare an		•		
Mediate in disputes between tenants. Refer to Allotment Co-ordinator if agreement cannot be reached Deal with formal complaints and mediate in disputes where the Site Association has been unable to do so. Manage the Site's minor repairs and maintenance budget; keep records of how the monies are spent and prepare an		•		Х
21A Co-ordinator if agreement cannot be reached Deal with formal complaints and mediate in disputes where the Site Association has been unable to do so. Manage the Site's minor repairs and maintenance budget; keep records of how the monies are spent and prepare an	21		X	
Deal with formal complaints and mediate in disputes 21B where the Site Association has been unable to do so. Manage the Site's minor repairs and maintenance budget; keep records of how the monies are spent and prepare an		·		
21B where the Site Association has been unable to do so. Manage the Site's minor repairs and maintenance budget; keep records of how the monies are spent and prepare an	21A		X	
Manage the Site's minor repairs and maintenance budget; keep records of how the monies are spent and prepare an				
keep records of how the monies are spent and prepare an	21B			x
22 annual repairs account for review purposes.		·		
	22	annual repairs account for review purposes.	X	

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

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.