

## **OTTERY ST MARY ALLOTMENT ASSOCIATION MANAGEMENT COMMITTEE CONSTITUTION**

1. The administration, accounting and general management procedure of the Allotment Gardens situate at Ridgeway, Ottery St Mary, Devon (other than the tasks undertaken by the Secretary as defined below) will be the responsibility of the Ottery St Mary Town Council, Council Offices, The Old Convent, 8 Broad Street, Ottery St Mary, Devon. EX11 1BZ (the Council)
2. The primary purpose of the Ottery St Mary Allotment Association Management Committee (the Committee) is to represent the interests of the allotment holders and to keep the Council informed on all aspects of the allotment area
3. The **Objects of the Association** will be:
  - To safeguard and promote the interest of plot holders
  - To cooperate with local authorities and other organisations for the benefit of all plot holders
  - To ensure the good management of the site to promote healthy eating
4. All **plot holders** on the site will be **members** of the Association (opt out if desired)
5. **The Committee** will consist of:

a Chairman and Secretary (the Officers) plus up to seven other members

The **Committee Members** – ensure the smooth running of the Association with support for the Officers.

All members of the Committee shall be plot holders.

**The Chairman** – is the representative of plot holders – chairs meetings, is involved with membership issues and acts as liaison between the Association and the Council, advising of matters affecting the site.

**The Secretary** – acts as Allotment Gardens Secretary, keeps records of meetings, has charge of records. A copy of the Minutes of Meetings shall be made available to the Council by the Secretary

ii. One OSMTCCouncillor will be appointed as the Council's Representative
6. The Officers will be elected at each AGM
7. The Committee will meet when required by the Chairman but at least quarterly.
8. The Committee will have the power to co-opt to fill vacancies.
9. The Committee will be quorate with at least 4 members present {2 of whom must be Officers}.

10. The Committee may, at any time, make recommendations to the Council on the following matters

- (a) Annual rent
- (b) Allotment Gardens layout
- (c) Weed control and vacant plots
- (d) Drainage problems
- (e) Amendments to the Constitution and the rules governing Letting and Cultivation.
- (f) Improvements to the Allotment Gardens by the provision of additional facilities.
- (g) Security at the Allotment Gardens
- (h) Dogs on the Allotment Gardens
- (i) Any matters, which, in the opinion of the Committee, require the attention of the Council.

11. The Committee is to continuously monitor and to report to the Council Representative on:

- (a) The maintenance of the Allotment Gardens and in particular the perimeter hedges, car tracks, paths, ditches, car park and entrance gate
- (b) Non-compliance by allotment holders with the rules governing the letting and cultivating of the Allotment Gardens

12. The Chairman is to make a report to the Annual Parish Meeting either in person or by a nominated representative.

13. The Committee may, after consulting the Council's Chief Executive Officer ('CEO'), spend up to £150 (One Hundred and Fifty Pounds) at any one time on maintenance work deemed necessary by the Committee. However the Committee will be required to request the Council's CEO to order/authorise the works and for the CEO to make payment accordingly. In addition, the Secretary to be given a float of £50.00 (Fifty Pounds) to cover secretarial expenses and postage. The Secretary to provide receipts to the Council for all expenditure.

14. Supervision of the Allotment Gardens water supply will be the responsibility of the Committee and the Committee to advise the Council immediately of any issues relating thereto

15. The Council Meeting Room in the Council's Offices may be used for meetings by the Committee by arrangement with the CEO of the Council.

16. An **Annual General Meeting** will be held in \_\_\_\_\_, when at least 28 days' notice will be given. Reports will be presented and voting will be by show of hands with the Chairman having a casting vote.

17. **Dissolution** of the Association will be agreed at an EGM with 66% majority of members.

18. These **rules** were **agreed** on \_\_\_\_\_. Amendments may be made in writing at an AGM providing 14 days written notice is given to Secretary.

**It is recognised that tailor made rules are most effective, however, a word of caution: Association rules must not contradict management agreements, tenancy agreements or tenancy rules**