

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 (other than the tasks undertaken by the Secretary as defined below) will be the responsibility of 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 (but can opt out if desired)
5. The membership of the Committee shall consist of no more than five plot holders plus Officers
6. The Officers shall consist of:-
 - (a) The Chair who shall be the representative on behalf of plot holders; chairs meetings, is involved with membership issues and acts as a liaison between the Association and the Council, advising of matters affecting the site.
 - (b) The Secretary who carries out administrative tasks ie attend meetings; take minutes; distributes them etc. A copy of the Minutes of Meetings shall be made available to the Council by the Secretary.
7. The Committee shall ensure the smooth running of the Association
8. All members of the Committee shall be plot holders.
9. One Ottery St Mary Town Council Councillor will be appointed as the Council’s Representative
10. The Committee will meet when required by the Chair but at least quarterly.
11. The Committee will have the power to co-opt to fill vacancies.
12. The Committee will be quorate with a minimum of 3 members present

13. 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.

14. 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

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

16. The Committee may, after consulting with 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.

17. 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

18. Any Council premises may be used for meetings by the Committee by arrangement with, and the consent of, the CEO of the Council.

19. An Annual General Meeting (`AGM`) will be held in April, when at least 14 days' notice/agenda will be given to all members. The AGM notice/agenda will be advertised on noticeboards and on social media. Reports will be presented and voting will be by show of hands with the Chair having a casting vote. Members who wish to

have items included on the AGM Agenda (including proposed amendments to the Constitution) must inform the Committee and provide a minimum of 21 days written notice prior to the meeting date

20. The Committee will be elected at each AGM

21. Dissolution of the Association will be agreed at an AGM with 66% majority of members.

22. These rules were agreed on 16th May 2022.