BEAN ALLOTMENT ASSOCIATION

The Allotments Manager's Duties

1) To liaise with the secretary and treasurer to welcome all new tenants.

2) To make them aware and give them a set of the rules of the Association.

3) To get them with the Treasurer to sign a copy of the agreement and privacy act.

4) Organise plot inspections with the committee and liaise with the Secretary give inspection report to any tenant not up to the standard laid down in the rules.

5) To organise a work party to carry out clearing or maintenance of allotment site when necessary.

6) Help with any queries that tenants may have regarding there plot or allotment related.

7) Report to the Parish Council of any disputes that cannot be settled on site.

8) Measuring and setting out plot sizes when necessary.

9) Turning the water supply off at the appropriate time

10) Check the meter reading with the treasurer

11) Drain the water supply pipes to the dip tanks

12) Turning the water supply back on at the appropriate time

13) Check for leaks and repair when necessary.

November 2022