

**TOTTON & ELING TOWN COUNCIL**

**JOB TITLE**                    **Allotment Administrative Officer**

**SCP**                                **18 - 21**

**LOCATION**                        **Civic Centre**

**RESPONSIBLE TO**        **Deputy Town Clerk**

**HOURS**                         **Part time 6 hours per week**

**MAIN PURPOSE OF JOB**

- ◆ To be responsible for the management of the Council's allotment sites including all matters in connection with the letting and administration of plots together with arranging inspections, maintaining appropriate records, dealing with complaints and the servicing of and reporting to the Allotment sub-committee.

**KEY TASKS**

1. Maintain a database showing all allotment plots and respective tenants details including an updated waiting list. Receive applications and check addresses with electoral roll to ensure they live within the Totton and Eling Parish boundaries. Send out offer letters when plots become vacant.
2. Near year end run a mail merge and send out rent renewal letters to all plot holders. Maintain records of rent paid by cash, cheque and BACS payments. Send out letters to any late payers and notice to quit after a certain period of time.
3. Maintain a schedule of complaints from other plot holders and residential neighbours to monitor frequency of complaints and record outcomes.
4. Liaise with persons carrying out inspections and write to tenants who have accrued points. Maintain a schedule of tenants' accumulated points and once over 7 issue a notice to quit.
5. Liaise with Town Clerk in regard to his decision on allotment appeals submitted.

6. Arrange for plots to be split when required and order numbers for new plots. Occasionally arrange for some clearance of plots if left in a bad state.
7. Visit sites when required if tenants have any problems or complaints.
8. Prepare new tenancy agreements every five years and write to tenants and arrange for these to be signed and filed.
9. Arrange for electric and water meters to be read on a regular basis and submit readings.
10. Ensure septic tanks are emptied on a regular basis and portable service toilet is maintained regularly.
11. Monitor budget spending and report to Deputy Town Clerk.
12. Report to Allotment subcommittee when required and maintain harmonious links with the allotment association.
13. Any other duties that may be required.