

ALLOTMENT SITE SECRETARIES – ROLES

1. Represent the collective views of site tenants at any Council meeting and or forum. Act as a liaison between the allotment sites and the Council. Report back to plot holders on site secretaries meetings and any other meetings with the Council. Updating tenants with any relevant information as required.
2. Attend site visits with Officers by mutual agreement.
3. Attend site secretaries meetings.
4. Contact new tenants, welcome them to site and explain the site secretary role.
5. Assist tenants in identifying plots and being the first point of contact for tenant/officer queries including communal areas and site security. The Site Secretary may refer tenants to appropriate Officer of the Council if required and assist the Council in highlighting concerns on site.
6. Support 'good practices' of allotment cultivation.
7. Ensure equity for all tenants, remaining impartial at all times.
8. Share 'good practices' with other Site Secretaries.
9. Recognise the individual needs of other sites in light of limited budgets and priority spends across all allotment sites.
10. The Site Secretaries or Representative should coordinate any work or alterations in communal areas.
11. Liaise with the Council regarding the implementation of minor repairs and capital works.
12. Site Secretaries to be elected by a Site Association or Plot holders – nominated annually.