

**BISHOPSTOKE PARISH COUNCIL – UNDERWOOD ROAD ALLOTMENT SITE
INFORMATION CONCERNING DUTIES AND RESPONSIBILITIES OF SITE REPRESENTATIVES**

Bishopstoke Parish Council very much appreciate the role that site representatives play in helping us to manage our allotment sites. For the benefit of anyone considering whether or not they would like to become a site representative the main duties and responsibilities of site representatives are listed below:

To generally manage the site with any issues reported to Assistant Clerk Sophie Thorogood.

To manage the security of the site and to ensure that buildings and keys are secured.

To liaise with the Assistant Clerk on any tenants queries/ complaints/ideas for improvement of the site.

To meet with prospective tenants and introduce them to the site.

Under normal circumstances 2 site representatives are expected to be available between 11am and 12.30pm on Saturday and Sunday to run the shop and to enable the Council's machinery to be available for use by tenants.

To maintain the common grass areas, such as the large driveways, using the Council's machinery.

To ensure that the Council's machinery is in good working order, and to arrange repair as necessary and annual servicing.

To purchase fuel for the machinery and to obtain VAT receipts in order to reclaim any costs.

To comply with health and safety regulations/instructions when using the Council's machinery, and to ensure that any other tenant is permitted to use the machinery only after being properly trained in its usage, and instructed as to health and safety precautions when using the machinery.

To ensure that the buildings (allotment shop, toilet block, Warwick shed, machinery shed) are kept clean and tidy and to report any defects to the Assistant Clerk.

To comply with all policies issued by the Council and to give such information to tenants when asked.

To liaise as necessary with any contractors that arrive on site for work to be carried out.

To look after the skip during bonfire weekend in November and ensure that only permitted items are disposed of in the skip.

In addition to the above, site reps are expected to be Allotment Association members and carry out the following responsibilities for the Allotment Association:

To order and sell goods in the allotment shop, to collect payment and to liaise with the Allotment Association secretary regarding amounts collected.

To collect the Allotment Association fees and arrange payment to the Allotment Association.

Please note: Bishopstoke Parish Council reserves the right to remove a tenant from the position of site representative if they are not carrying out the above duties and responsibilities as expected.

The above responsibilities are subject to amendment as necessary.