

Dear Mr. Pritchard,

Thank you for your e-mail addressed to the Town Clerk and copied in to both Councillor Matthew Bayliss and Councillor Mrs. Sharon Cullen to which I am responding having line manager responsibility for Allotments.

Having spoken with Samantha I am aware of a conversation which took place during a few days ago during which she advised that details of those plot holders who had renewed their membership to the Allotment Association would be forwarded to you before the end of the month. To this end, I am pleased to attach the details as at today and trust that this will enable the Association to send out invitations for its Annual General Meeting.

I duly note your comments regarding your concerns as to Samantha's workload and in particular to the council's statutory responsibility for allotments which, of course, we are fully aware of. Equally the Town Council does not adopt a rigid approach to the renewal of allotments in as much as if payment is not received by the due date then it is deemed as a termination. This week alone we have received rent payments from a number of plot holders and whilst it may not meet with everyone's approval the need for flexibility has always been the basis on which the Allotment Officer has managed the relationship she enjoys with both plot-holders and site reps.

As you are aware the first inspections of allotments has already taken place with both the Mayor and Councillor Cullen in attendance therefore the benchmark for plots being worked has already been established.

I can assure you that the council takes its responsibility very seriously in terms of managing the waiting list and controlling the standard at which allotments must be maintained and the regular monthly inspections are already in the diary of the Grounds Manager.

A full report of the current status for Allotments would have been prepared for the Open Spaces Committee had its meeting scheduled for 16th March not been postponed.

In terms of your comments regarding the Job Description and responsibilities attributed to Samantha in her capacity of Part Time Administration Officer, I can assure you that in line with our Staff Appraisal system, dialogue between Samantha and I is a regular occurrence and whilst accepting that at certain times of the year i.e. at the renewal for allotments, organising mayoral events this may place additional pressure in a short timespan it

does not negate the fact that regular dialogue and review of workloads does and has taken place.

I trust the above allays the concerns you have raised but in the meantime if there is further information that you require, please do not hesitate to contact me.

Yours sincerely,

Pat Harris
Finance & Administration Manager