



ANDOVER TOWN COUNCIL

Terms of Reference for Allotment Wardens

Wardens are appointed as representatives of the Council and are required to:

1. Report to and liaise with Officers of the Council to help with the smooth running and supervision of the Allotment sites.
2. Comply with the Council's Code of Conduct at all times when representing the Council.
3. To keep all tenants' personal data securely and confidentially in accordance with GDPR training provided.
4. Permit the Council to publish their mobile phone number & email address as per the Privacy Statement.
5. Meet & Greet – Show all new and/or prospective tenants around the site and help with understanding the Tenancy Agreement and Rules and Regulations.
6. Perform cultivation / condition inspections using the latest forms and methods, and with or without an officer present:
 - a. On the plots on the site at the end of April, June, August and December
 - b. On individual plots at the beginning or cessation of a tenancy.
 - c. On individual plots at other times at the request of Officers.
7. Assist tenants with any problems, and only if an answer is not known, refer them to the Town Council.
8. To report any maintenance problems within 24 hours of being made aware of the problem.
9. To attend Allotment Committee meetings as required by the Council.
10. To keep noticeboards tidy and up to date with current information supplied by Officers.
11. To collect details and photos of events/produce that could be included in the newsletter. (After obtaining permission from plot holders)
12. To assist with any Annual Gardening or Allotment related event run by the Council, and to encourage plot holders to take part.

As acknowledgement of the time and effort required to fulfil this role, Wardens are paid an honorarium of £60 per annum, and are allowed one Allotment plot free of rent, which they are expected to maintain in a well cultivated condition as per the Rules & Regulations.

Any Warden which is unable to comply with the above requirements will be asked to step down as Warden, and will be required to pay for their allotment plot.

Officers of the Council:

Town Clerk: Gail Foster
townclerk@andoverc.co.uk

Allotment Officer2: Jo Whiteman
Allotmentofficer2@andoverc.co.uk

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