# Brundall Parish Council

Allotment Finance Policy

1. In line with the Letter of Understanding the Parish Council will promote a healthy and collaborative landlord-tenant working relationship via the liaison councillor and Land Management Committee with the BAA in financial matters relating to the allotments.
2. Allotment rents will be used on allotment expenditure and shared Countryside Park facilities[[1]](#footnote-1) only. This may be in the year they were collected or retained in an Allotment reserve for future year expenditure.
3. The Allotment reserve is for allotment and shared Countryside Park facilities expenditure only but remains Brundall Parish Council funds. The Allotment reserves for the financial year starting 1st April 2020 will be £6,598.01.
4. A minimum of £2,000 will be held in the Allotment reserve. If this amount cannot be maintained then the Parish Council will consider increasing the rents.
5. If Norfolk County Council reclaim the allotment land, or do not renew the lease, then any earmarked reserves could be used by Brundall PC to assist in the setting up of a replacement site. The BAA may put forward their views on how the site could be developed.
6. The Parish Council incurred set up costs to establish the allotment site, funded from ex-gratia S106 funds. The Parish Council does not intend for these costs to be repaid.
7. The Parish Council expects that the allotments will be financially self-contained with the intention to be fair to both allotment plot holders and to non-allotment parishioners.
8. Requests for maintenance or capital expenditure at the allotments shall be made by the BAA to the Land Management Committee.
9. The rent amounts will be reviewed annually by the Parish Council in May and any decision made on the proposed rent will be after consultation with the BAA. However the final decision on rent amounts lies solely with the Parish Council.

1. Shared Countryside Park facilities are defined as the entrance/exit to the site, including the barrier, and the car park surface. The maintenance costs will be allocated as 5/12ths to the allotment reserve and 7/12ths to the Parish Council. The maintenance costs of the perimeter fencing/hedging, allotment non-plot holder pathways and utilities shall be allocated 12/12ths to the allotment reserve. The maintenance costs of the toilet shall be allocated 12/12ths to the Parish Council. [↑](#footnote-ref-1)