

**BERKHAMSTED TOWN COUNCIL**  
*ALLOTMENT MANAGEMENT TEAM MEETING*  
**AGENDA**

*For a meeting to be held at 10.30am in Berkhamsted Council Chamber on*  
**THURSDAY 11<sup>th</sup> JULY 2013**

**Members requested to attend:**

- Anthony Armytage (Chairman), Berkhamsted Town Council
- David Collins, Berkhamsted Town Council
- Julie Laws, Berkhamsted Town Council
- John Bushby, Berkhamsted Town Warden
- John Eaton, Sunnyside Allotment Representative
- John Fisher, Butts Meadow Allotment Representative
- Lin Phillips, Deputy Sunnyside Allotment Representative
- Diana Reay, Dellfield Allotment Representative
- Geoffrey Wallington, Deputy Butts Meadow Allotment Representative
- Keely Charlick, Chief Executive, Sunnyside Rural Trust, non-voting Allotment Management Team member

**Officers:**

- Gary Cox, Town Clerk
- Bob Price, Assistant to the Town Clerk

**13/50 APOLOGIES FOR ABSENCE**

**13/51 MINUTES OF THE MEETING HELD 9<sup>TH</sup> MAY 2013**

**13/52 MATTERS ARISING**

- 13/52.1 Dealt with under the items to which they relate if they require further update, action or discussion.

**13/53 PUBLIC PARTICIPATION**

**13/54 ALLOTMENT INCOME & EXPENDITURE VARIANCE ANALYSIS:  
01/04/13 TO 31/05/13**

- 13/54.1 Details attached.

**13/55 SITE REPRESENTATIVES REPORTS**

- 13/55.1 Dellfield
- 13/55.2 Sunnyside Old and New
- 13/55.3 Butts Meadow

**13/56 SUNNYSIDE RURAL TRUST REPORT**

13/56.1 Verbal report given to members at the meeting. **Action: Keely Charlick.**

**13/57 OWNERSHIP & RESPONSIBILITY FOR NON-ORGANIC WASTE ON ALLOTMENT PLOTS**

13/57.1 See paper attached.

**13/58 RESULTS OF ALLOTMENT PLOT INSPECTIONS**

13/58.1 Dellfield

13/58.2 Sunnyside Old and New

13/58.3 Butts Meadow

**13/59 ALLOTMENT RISK ASSESSMENTS (STANDING ITEM)**

13/59.1 Allotment Representatives and Town Warden verbal update.

**13/60 VIDE 13/8.5.1: PROGRESS ON REGISTERING AN S31 (6) DEPOSIT WITH HERTFORDSHIRE COUNTY COUNCIL FOR EACH ALLOTMENT SITE. ACTION TOWN CLERK.**

13/60.1 Town Clerk's verbal update.

**13/61 MANAGEMENT OF EXISTING TREES ON ALLOTMENTS SITES**

13/61.1 Town Clerk's verbal updated on the progress with regard to obtaining quotations to cover works to trees requiring immediate attention.

**13/62 SHOOTING RABBITS**

13/62.1 Town Clerk's verbal update.

**13/63 QUOTATIONS FOR RABBIT PROOF FENCING**

13/63.1 Town Clerk's verbal update.

**13/64 INITIAL ALLOTMENT WORKS PROGRAMME FOR BUDGET FORECAST FOR THE 2014/15 AND MEDIUM TERM FINANCIAL PLAN**

13/64.1 For discussion at the meeting.

**13/65 ALLOTMENT RENTS FOR THE COMING YEAR**

13/65.1 Allotment Income & Expenditure variance analysis: 01/04/12 to 31/03/13. Details attached.

13/65.2 Determination of rents applicable from 29<sup>th</sup> September 2013.

13/65.3 Timetable and proposals for rent collection for 2013/14. Details attached.

## **13/66 DATE OF NEXT MEETING**

13/66.1 Thursday 17<sup>th</sup> October 2013 at 10.30am.

Original	File
CC	Members as listed (10 Nr) – email
	Remaining Councillors (12 Nr) – email only
	8 Nr Hard copies for
	<ul style="list-style-type: none"><li>• Julie Laws</li><li>• Antony Armytage</li><li>• David Collins</li><li>• John Bushby</li><li>• Town Clerk</li><li>• Bob Price</li><li>• Members of the public (2Nr)</li></ul>

AMT 13/54.1.

<b>ALLOTMENT INCOME &amp; EXPENDITURE VARIANCE ANALYSIS</b>								
<b>1st April 2013 to 31st May 2013</b>								
Nominal Code		<b>ALLOTMENT INCOME</b>						
From	To		ACTUAL TO DATE	ESTIMATED ADDITIONS TO YEAR END	ANTICIPATED YEAR'S TOTAL	BUDGET FOR ENTIRE YEAR	VARIANCE FOR ENTIRE YEAR	PRIOR YEAR TOTAL
0600	0600	Allotment Land Rent	£ -	£ 5,395.00	£ 5,395.00	£ 5,395.00	£ -	£ 5,602.50
0605	0605	Sunnyside Rural Trust Allotment Lease	£ -	£ 1,305.00	£ 1,305.00	£ 1,305.00	£ -	£ 1,305.20
<b>Total Income</b>			£ -	£ 6,700.00	£ 6,700.00	£ 6,700.00	£ -	£ 6,907.70
Nominal Code		<b>ALLOTMENT EXPENDITURE</b>						
From	To		ACTUAL TO DATE	ESTIMATED ADDITIONS TO YEAR END	ANTICIPATED YEAR'S TOTAL	BUDGET FOR ENTIRE YEAR (FC )	VARIANCE FOR ENTIRE YEAR	PRIOR YEAR'S TOTAL
7052	7052	Computer software	£ 142.50	£ 357.50	£ 500.00	£ 500.00	£ -	£ 142.50
7058	7058	Insurance - allotment element (20% of total)	£ 424.35	£ -	£ 424.35	£ 700.00	£ 275.65	£ 661.85
7065	7065	Postage Stamps	£ 10.00	£ 145.00	£ 155.00	£ 155.00	£ -	£ 155.00
7153	7153	Legal fees - allotment matters	£ -	£ 800.00	£ 800.00	£ 800.00	£ -	£ -
7300	7300	Allotment Improvements	£ 19.73	£ 1,180.27	£ 1,200.00	£ 1,200.00	£ -	£ 341.43
7301	7301	Allotment Rent Refunds	£ -	£ -	£ -	£ -	£ -	£ -
7302	7302	Sunnyside Rural Trust Allotment Lease Rental Costs	£ -	£ -	£ -	£ -	£ -	£ -
7304	7304	Allotment General Expenses	£ 254.89	£ 945.11	£ 1,200.00	£ 1,200.00	£ -	£ 159.87
7305	7305	Allotment Plot Clearance Expenses	£ -	£ -	£ -	£ -	£ -	£ -
7306	7306	Allotment Contracted Annual Maintenance Costs	£ 426.00	£ 2,574.00	£ 3,000.00	£ 3,000.00	£ -	£ 2,076.00
7307	7307	Allotment land rented by BTC	£ -	£ -	£ -	£ -	£ -	£ -
7706	7706	Prior Year - Allotment Expenditure	£ -	£ -	£ -	£ -	£ -	£ -
7756	7756	Authorised Transactions - Allotment Expenditure	£ -	£ -	£ -	£ -	£ -	£ -
8000	8000	Fixed Asset Renewals - allotment items	£ -	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ -	£ 980.74
<b>Total Expenditure</b>			£ 1,277.47	£ 7,001.88	£ 8,279.35	£ 8,555.00	£ 275.65	£ 4,517.39
<b>VARIANCE</b>								
<b>Net difference between Income &amp; Expenditure</b>			-£ 1,277.47	-£ 301.88	-£ 1,579.35	-£ 1,855.00		£ 2,390.31
Nominal Code		<b>WATER INCOME</b>						
From	To		ACTUAL TO DATE	ESTIMATED ADDITIONS TO YEAR END	ANTICIPATED YEAR'S TOTAL	BUDGET FOR ENTIRE YEAR	VARIANCE FOR ENTIRE YEAR	PRIOR YEAR TOTAL
0610	610	Allotment Water Rent	£ -	£ 1,500.00	£ 1,500.00	£ 1,500.00	£ -	£ 1,472.70
<b>Total Income</b>			£ -	£ 1,500.00	£ 1,500.00	£ 1,500.00	£ -	£ 1,472.70
Nominal Code		<b>WATER EXPENDITURE</b>						
From	To		ACTUAL TO DATE	ESTIMATED ADDITIONS TO YEAR END	ANTICIPATED YEAR'S TOTAL	BUDGET FOR ENTIRE YEAR (FC )	VARIANCE FOR ENTIRE YEAR	PRIOR YEAR'S TOTAL
7303	7303	Allotment Water Supply Charges	£ -	£ 600.00	£ 600.00	£ 1,400.00	£ 800.00	£ 591.70
<b>Total Expenditure</b>			£ -	£ 600.00	£ 600.00	£ 1,400.00	£ 800.00	£ 591.70
<b>ALLOTMENT VARIANCE</b>								
<b>Net difference between Income &amp; Expenditure</b>			£ -	£ 900.00	£ 900.00	£ 100.00		£ 881.00

## ALLOTMENT INCOME & EXPENDITURE VARIANCE ANALYSIS

1st April 2013 to 31st May 2013

Current Land Rent per letable pole per year (up to and including 28/09/13)						£2.50	
		ACTUAL TO DATE	ESTIMATED ADDITIONS TO YEAR END	ANTICIPATED YEAR'S TOTAL	BUDGET FOR ENTIRE YEAR	VARIANCE FOR ENTIRE YEAR	PRIOR YEAR TOTAL
<b>ALLOTMENT INCOME &amp; EXPENDITURE</b>							
<b>INCOME</b>							
Allotment land rent	£	-	£ 6,700.00	£ 6,700.00	£ 6,700.00	£ -	£ 6,907.70
Total Income	£	-	£ 6,700.00	£ 6,700.00	£ 6,700.00	£ -	£ 6,907.70
<b>EXPENDITURE</b>							
Office costs	£	576.85	£ 1,302.50	£ 1,879.35	£ 2,155.00	£ 275.65	£ 959.35
Maintenance charges	£	700.62	£ 4,699.38	£ 5,400.00	£ 5,400.00	£ -	£ 2,577.30
Fixed Asset Renewals- allotment items	£	-	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ -	£ 980.74
Total Expenditure	£	1,277.47	£ 7,001.88	£ 8,279.35	£ 8,555.00	£ 275.65	£ 4,517.39
Net difference				-£ 1,579.35			£ 2,390.31
Net difference per letable pole per year				-£ 0.52			£ 0.78
Area of allotment in poles [A]							
Allotment Site			carpark	hardstanding	wildlife area	hazel coppice Birchmells copse &	letable area
Dellfield				3.0	10.0		409.8
Sunnyside Old				10.0		30.0	1306.0
Sunnyside New				10.0		222.8	973.0
Butts Meadow						13.5	374.0
Total letable area of all allotment plots held by Berkhamsted Town Council							3062.8
<b>Notes</b>							
[A] Allotment areas are based upon those recorded in the Scribe 2000 allotment register							
[B] One pole = 25.292 square metres							
Current Water Rent per letable pole per year (up to and including 28/09/13) (NB: only charged if Tenant has taken out a hose licence)						£1.50	
		ACTUAL TO DATE	ESTIMATED ADDITIONS TO YEAR END	ANTICIPATED YEAR'S TOTAL	BUDGET FOR ENTIRE YEAR	VARIANCE FOR ENTIRE YEAR	PRIOR YEAR TOTAL
<b>WATER INCOME &amp; EXPENDITURE</b>							
<b>INCOME</b>							
Water rent	£	-	£ 1,500.00	£ 1,500.00	£ 1,500.00	£ -	£ 1,472.70
Total Income	£	-	£ 1,500.00	£ 1,500.00	£ 1,500.00	£ -	£ 1,472.70
<b>EXPENDITURE</b>							
Water supply charges	£	-	£ 600.00	£ 600.00	£ 1,400.00	£ 800.00	£ 591.70
Total Expenditure	£	-	£ 600.00	£ 600.00	£ 1,400.00	£ 800.00	£ 591.70
Net difference				£ 900.00			£ 881.00
Net difference per letable pole per year				£ 0.96			£ 0.94

# ALLOTMENT INCOME & EXPENDITURE VARIANCE ANALYSIS

**1st April 2013 to 31st May 2013**

<b>ALLOTMENT RESERVES FUND</b>				
Brought forward Allotment Reserves Fund				£ 5,286.09
This years net anticipated surplus of Allotment Income less Allotment Expenditure			-£ 1,579.35	
This year's net anticipated surplus of Water Income less Water Expenditure			£ 900.00	
This years net anticipated surplus of Income less Expenditure - all sources				-£ 679.35
Total anticipated Allotment Reserves Fund at Current Year End (31st March)				£ 4,606.74
<b>ALLOTMENT ELEMENT OF FIXED ASSET RENEWALS FUND</b>				
Value of Allotment element of Fixed Asset Renewals Reserve Fund as @ 31/03/13				£ 19,660.54
This year Allotment Fixed Asset Renewals setaside				£ 1,000.00
Allotment element of Fixed Asset Renewals Reserve at Current Year End (31st March)				£ 20,660.54
Area of allotment which have water hose licence in poles [A]				
Allotment Site				
Dellfield				258.00
Sunnyside Old				346.50
Sunnyside New				164.00
Butts Meadow				167.00
Total lettable area of all allotment plots held by Berkhamsted Town Council				935.50
<b>Notes</b>				
[A] Allotment areas are based upon those recorded in the Scribe 2000 allotment register				
[B] One pole = 25.292 square metres				
Month's in which water charges are raised by Veolia Water				
	DF	SSO	SSN	BM
		February		January
		May		
	June		July	July
		August		
		October		
	December		December	
<b>Assumptions</b>				
All invoices relating to allotments have been submitted				
8000	8000	Credit on existing set aside(s) included in estimated Fixed Asset Renewal Charge		

**RELEVANT WORDING/CLAUSES OF THE ALLOTMENT TENANCY AGREEMENT  
CLARIFYING THE SITUATION SURROUNDING THE OWNERSHIP AND  
RESPONSIBILITY FOR NON-ORGANIC WASTE ON ALLOTMENT PLOTS**

"The tenancy is subject to the Allotment Acts 1908 to 1950, and to the Allotment Garden Rules printed overleaf and to any additional rules made from time to time by the Council."

**RULES GOVERNING NOTICES OR VARIATIONS TO THIS AGREEMENT:**

- (d) The tenant agrees to observe any special conditions issued in future by the Council which it considers necessary to preserve the allotment garden from deterioration.

**OBLIGATIONS FOR YOU AS A TENANT AND THE UPKEEP OF YOUR PLOT:**

- (f) Keep the whole allotment garden and surrounding pathways and boundaries clean and in a good state of cultivation, condition and fertility and keep surrounding pathways and boundaries clear of obstruction. If permission is granted to erect a shed &/or greenhouse on the allotment the tenant must maintain any such building in good order.
- (g) Not deposit or allow other persons to deposit on the allotment garden any refuse or decaying matter (except for manure or compost or material for the purpose of making compost in such quantities as may reasonably be required for use in cultivation).
- (i) Not use barbed wire or asbestos for any purpose.
- (j) Not cause any nuisance or annoyance to the occupier of any other allotment garden or local residents e.g. avoid creating a nuisance with bonfires (please refer to guidelines contained in the 'NSCA garden bonfires' leaflet available from the Town Council).
- (m) On termination of the tenancy, hand the allotment garden back to the Council in such a condition as to comply with the requirements of these regulations.

**SITUATIONS IN WHICH THE TENANCY WILL BE TERMINATED:**

- (t) By re-entry by the Council after serving one month's notice not less than three months after the commencement of the tenancy if the tenant is not duly observing any of these rules affecting the allotment garden, or any other term or condition of his/her tenancy but without prejudice to any right of the Council to claim damages for any such breach or to recover any rent already due before the time of such re-entry but remaining unpaid.

**ACTIONS THAT FIRST REQUIRE THE WRITTEN CONSENT OF THE COUNCIL:**

- (v) Erecting any building on the allotment. An application form to seek such permission is available from the Town Council. On the ending of the tenancy the Ownership of such building will be deemed to have passed from tenant to the Council unless removed from the plot within one month.

**COUNCIL'S RIGHTS TO ENTER THE ALLOTMENT AND CLAIM DAMAGES FOR ANY BREACH OF THIS AGREEMENT:**

- (z) Any member or officer of the Council shall be entitled, at any time, when directed by the Council, to enter and inspect an allotment garden & any buildings erected thereon.

AMT 13/65.1.

## ALLOTMENT INCOME & EXPENDITURE VARIANCE ANALYSIS

**1st April 2012 to 31st March 2013**

ALLOTMENT INCOME								
Nominal Code								
From	To		ACTUAL TO DATE	ESTIMATED ADDITIONS TO YEAR END	ANTICIPATED YEAR'S TOTAL	BUDGET FOR ENTIRE YEAR	VARIANCE FOR ENTIRE YEAR	PRIOR YEAR TOTAL
0600	0600	Allotment Land Rent	£ 5,602.50	£ -	£ 5,602.50	£ 6,600.00	-£ 997.50	£ 5,823.64
0605	0605	Sunnyside Rural Trust Allotment Lease	£ 1,305.20	£ -	£ 1,305.20	£ 450.00	£ 855.20	£ 1,234.22
<b>Total Income</b>			<b>£ 6,907.70</b>	<b>£ -</b>	<b>£ 6,907.70</b>	<b>£ 7,050.00</b>	<b>-£ 142.30</b>	<b>£ 7,057.86</b>
ALLOTMENT EXPENDITURE								
Nominal Code								
From	To		ACTUAL TO DATE	ESTIMATED ADDITIONS TO YEAR END	ANTICIPATED YEAR'S TOTAL	BUDGET FOR ENTIRE YEAR (FC )	VARIANCE FOR ENTIRE YEAR	PRIOR YEAR'S TOTAL
7052	7052	Computer software	£ 142.50	£ -	£ 142.50	£ 142.50	£ -	£ 142.50
7058	7058	Insurance - allotment element (20% of total)	£ 661.85	£ -	£ 661.85	£ 700.00	£ 38.15	£ 625.74
7065	7065	Postage Stamps	£ 155.00	£ -	£ 155.00	£ 155.00	£ -	£ 155.00
7153	7153	Legal fees - allotment matters	£ -	£ -	£ -	£ -	£ -	£ -
7300	7300	Allotment Improvements	£ 341.43	£ -	£ 341.43	£ 1,500.00	£ 1,158.57	£ -
7301	7301	Allotment Rent Refunds	£ -	£ -	£ -	£ -	£ -	£ -
7302	7302	Sunnyside Rural Trust Allotment Lease Rental Costs	£ -	£ -	£ -	£ -	£ -	£ -
7304	7304	Allotment General Expenses	£ 159.87	£ -	£ 159.87	£ 1,200.00	£ 1,040.13	£ 1,974.68
7305	7305	Allotment Plot Clearance Expenses	£ -	£ -	£ -	£ -	£ -	£ 58.50
7306	7306	Allotment Contracted Annual Maintenance Costs	£ 2,076.00	£ -	£ 2,076.00	£ 2,000.00	-£ 76.00	£ 1,870.00
7307	7307	Allotment land rented by BTC	£ -	£ -	£ -	£ -	£ -	£ -
7706	7706	Prior Year - Allotment Expenditure	£ -	£ -	£ -	£ -	£ -	£ -
7756	7756	Authorised Transactions - Allotment Expenditure	£ -	£ -	£ -	£ -	£ -	£ -
8000	8000	Fixed Asset Renewals - allotment items	£ 980.74	£ -	£ 980.74	£ 980.74	£ -	£ 1,704.78
<b>Total Expenditure</b>			<b>£ 4,517.39</b>	<b>£ -</b>	<b>£ 4,517.39</b>	<b>£ 6,678.24</b>	<b>£ 2,160.85</b>	<b>£ 6,531.20</b>
VARIANCE								
Net difference between Income & Expenditure			£ 2,390.31	£ -	£ 2,390.31	£ 371.76		£ 526.66
WATER INCOME								
Nominal Code								
From	To		ACTUAL TO DATE	ESTIMATED ADDITIONS TO YEAR END	ANTICIPATED YEAR'S TOTAL	BUDGET FOR ENTIRE YEAR	VARIANCE FOR ENTIRE YEAR	PRIOR YEAR TOTAL
0610	610	Allotment Water Rent	£ 1,472.70	£ -	£ 1,472.70	£ 1,650.00	-£ 177.30	£ 1,874.40
<b>Total Income</b>			<b>£ 1,472.70</b>	<b>£ -</b>	<b>£ 1,472.70</b>	<b>£ 1,650.00</b>	<b>-£ 177.30</b>	<b>£ 1,874.40</b>
WATER EXPENDITURE								
Nominal Code								
From	To		ACTUAL TO DATE	ESTIMATED ADDITIONS TO YEAR END	ANTICIPATED YEAR'S TOTAL	BUDGET FOR ENTIRE YEAR (FC )	VARIANCE FOR ENTIRE YEAR	PRIOR YEAR'S TOTAL
7303	7303	Allotment Water Supply Charges	£ 591.70	£ -	£ 591.70	£ 1,750.00	£ 1,158.30	£ 1,242.11
<b>Total Expenditure</b>			<b>£ 591.70</b>	<b>£ -</b>	<b>£ 591.70</b>	<b>£ 1,750.00</b>	<b>£ 1,158.30</b>	<b>£ 1,242.11</b>
ALLOTMENT VARIANCE								
Net difference between Income & Expenditure			£ 881.00	£ -	£ 881.00	-£ 100.00		£ 632.29



# ALLOTMENT INCOME & EXPENDITURE VARIANCE ANALYSIS

**1st April 2012 to 31st March 2013**

Current Land Rent per letable pole per year (up to and including 28/09/13) £2.50

	ACTUAL TO DATE	ESTIMATED ADDITIONS TO YEAR END	ANTICIPATED YEAR'S TOTAL	BUDGET FOR ENTIRE YEAR	VARIANCE FOR ENTIRE YEAR	PRIOR YEAR TOTAL
<b>ALLOTMENT INCOME &amp; EXPENDITURE</b>						
<b>INCOME</b>						
Allotment land rent	£ 6,907.70	£ -	£ 6,907.70	£ 7,050.00	£ 142.30	£ 7,057.86
<b>Total Income</b>	<b>£ 6,907.70</b>	<b>£ -</b>	<b>£ 6,907.70</b>	<b>£ 7,050.00</b>	<b>£ 142.30</b>	<b>£ 7,057.86</b>
<b>EXPENDITURE</b>						
Office costs	£ 959.35	£ -	£ 959.35	£ 997.50	£ 38.15	£ 923.24
Maintenance charges	£ 2,577.30	£ -	£ 2,577.30	£ 4,700.00	£ 2,122.70	£ 3,903.18
Fixed Asset Renewals- allotment items	£ 980.74	£ -	£ 980.74	£ 980.74	£ -	£ 1,704.78
<b>Total Expenditure</b>	<b>£ 4,517.39</b>	<b>£ -</b>	<b>£ 4,517.39</b>	<b>£ 6,678.24</b>	<b>£ 2,160.85</b>	<b>£ 6,531.20</b>
<b>Net difference</b>			<b>£ 2,390.31</b>			<b>£ 526.66</b>
<b>Net difference per letable pole per year</b>			<b>£ 0.78</b>			<b>£ 0.17</b>

Area of allotment in poles [A]

	carpark	hardstanding	wildlife area	hazel coppice	Birchmells coppse & coppice	letable area
Allotment Site						
Dellfield		3.0	10.0	5.0		409.8
Sunnyside Old		10.0		30.0	15.0	1306.0
Sunnyside New		10.0			222.8	973.0
Butts Meadow				13.5		374.0
<b>Total letable area of all allotment plots held by Berkhamsted Town Council</b>						<b>3062.8</b>

**Notes**

[A] Allotment areas are based upon those recorded in the Scribe 2000 allotment register

[B] One pole = 25.292 square metres

Current Water Rent per letable pole per year (up to and including 28/09/13)  
(NB: only charged if Tenant has taken out a hose licence) £1.50

	ACTUAL TO DATE	ESTIMATED ADDITIONS TO YEAR END	ANTICIPATED YEAR'S TOTAL	BUDGET FOR ENTIRE YEAR	VARIANCE FOR ENTIRE YEAR	PRIOR YEAR TOTAL
<b>WATER INCOME &amp; EXPENDITURE</b>						
<b>INCOME</b>						
Water rent	£ 1,472.70	£ -	£ 1,472.70	£ 1,650.00	-£ 177.30	£ 1,874.40
<b>Total Income</b>	<b>£ 1,472.70</b>	<b>£ -</b>	<b>£ 1,472.70</b>	<b>£ 1,650.00</b>	<b>-£ 177.30</b>	<b>£ 1,874.40</b>
<b>EXPENDITURE</b>						
Water supply charges	£ 591.70	£ -	£ 591.70	£ 1,750.00	£ 1,158.30	£ 1,242.11
<b>Total Expenditure</b>	<b>£ 591.70</b>	<b>£ -</b>	<b>£ 591.70</b>	<b>£ 1,750.00</b>	<b>£ 1,158.30</b>	<b>£ 1,242.11</b>
<b>Net difference</b>			<b>£ 881.00</b>			<b>£ 632.29</b>
<b>Net difference per letable pole per year</b>			<b>£ 0.94</b>			<b>£ 0.68</b>

## ALLOTMENT INCOME & EXPENDITURE VARIANCE ANALYSIS

**1st April 2012 to 31st March 2013**

<b>ALLOTMENT RESERVES FUND</b>				
Brought forward Allotment Reserves Fund				£ 2,014.78
This years net anticipated surplus of Allotment Income less Allotment Expenditure				£ 2,390.31
This year's net anticipated surplus of Water Income less Water Expenditure				£ 881.00
This years net anticipated surplus of Income less Expenditure - all sources				£ 3,271.31
Total anticipated Allotment Reserves Fund at Current Year End (31st March)				£ 5,286.09
<b>ALLOTMENT ELEMENT OF FIXED ASSET RENEWALS FUND</b>				
Value of Allotment element of Fixed Asset Renewals Reserve Fund as @ 31/03/12				£ 18,679.80
This year Allotment Fixed Asset Renewals setaside				£ 980.74
Allotment element of Fixed Asset Renewals Reserve at Current Year End (31st March)				£ 19,660.54
Area of allotment which have water hose licence in poles [A]				
Allotment Site				
Dellfield				258.00
Sunnyside Old				346.50
Sunnyside New				164.00
Butts Meadow				167.00
Total lettable area of all allotment plots held by Berkhamsted Town Council				935.50
<b>Notes</b>				
[A] Allotment areas are based upon those recorded in the Scribe 2000 allotment register				
[B] One pole = 25.292 square metres				
Month's in which water charges are raised by Veolia Water				
	DF	SSO	SSN	BM
		February		January
		May		
	June		July	July
		August		
		October		
	December		December	
<b>Assumptions</b>				
All invoices relating to allotments have been submitted				
8000	8000	Credit on existing set aside(s) included in estimated Fixed Asset Renewal Charge		

## TIMETABLE AND PROPOSALS FOR THE COLLECTION OF ALLOTMENT RENT DUE ON 29<sup>TH</sup> SEPTEMBER 2013

### SUMMARY TIMETABLE:

Date(s)	Task	Responsibility
11/07/13	Agree rents for 2013/14	AMT
03/09/13 to 06/09/13	Attend to uncultivated/unkempt plots: rep plot inspections followed by warning/eviction letters	Site reps Assistant to the Town Clerk
10/09/13 to 17/09/13	Update allotment registers so as to incorporate outstanding allotment paperwork	Assistant to the Town Clerk
19/09/13 to 27/09/13	Prepare & issue allotment rent invoices	Assistant to the Town Clerk
01/10/13 to 08/11/13	Adjust allotment registers to reflect post-invoice tenancy changes, record allotment receipts, monitor and report upon allotment income, chase outstanding unpaid invoices	Assistant to the Town Clerk Site reps (assist with plot queries and the chasing of outstanding unpaid invoices)
12/11/13	Send out final invoice demands by recorded delivery	Assistant to the Town Clerk
13/12/12	Vacate tenants who fail to pay final demand from off the allotment register, notify reps of these evictions so they can allocate plots to persons on their respective waiting list	Assistant to the Town Clerk Site reps