

Maidstone Allotments Management Committee

Constitution 2026

Authority

Maidstone Allotments comprises 11 sites approx. 720 allotments, managed by Maidstone Allotments Management Committee (MAMC) on behalf of Maidstone Borough Council (MBC) which owns all the Allotment land and must be consulted on key matters.

Objects and Aims

- (a) To help plot holders to enjoy vegetable, fruit and flower gardening at an economic cost and to seek benefits from being part of the Allotment Community.
- (b) To continue to ensure cultivation of the allotments in accordance with good environmental practice and the conditions of our agreement with MBC.
- (c) To foster good relations with our landlords and neighbours.

Committee Structure

The Committee is made up of 4 Officers and other Committee Members as follows:-

- 1 - **Chair**, elected by committee vote annually, but no less frequently than every three years. The role of the Chair is to ensure that the opinions of all committee members are heard, discussed and documented within the minutes and given due consideration during the committee meeting. The Chair has a casting vote, should it be required.
2. - **Vice Chair**, also elected by committee vote annually, but no less frequently than every three years. The role of the Vice Chair is the same as described as for the Chair and takes effect only in the absence of the Chair.
3. - **Secretary**, is the only salaried person and as such this is a non-voting position. The Secretary is responsible for the day to day running of the office, the production of committee meeting minutes, newsletters, invoicing, answering correspondence and keeping the committee informed as necessary. The Secretary will produce a report on general activities for the preceding year to be delivered at the AGM. This is a salaried permanent position
4. - **Treasurer**, elected by the committee, attends meetings if required in an advisory capacity, and as such is a non-voting position. The treasurer is not necessarily a plot holder, but offers financial expertise and support to the committee on matters relating to preparation of accounts and budgeting and ensuring that rental income is sufficient to maintain all sites in good order, paying attention to the maintenance of infrastructure. The treasurer will present end of year accounts to the committee and at the AGM.

A Bank Account in the name of Maidstone Allotments Management Committee into which all payments for allotment rent and any other monies received are paid. Three signatories are needed to withdraw monies from this account.

Independent auditors are appointed who are not members of the Committee to audit the accounts before reporting at the AGM.

Other Committee members- Site Managers make up a large part of the committee and as far as is possible a Site Manager from each site will sit on the committee. This practice allows for all sites to be represented. If a Site Manager is willing to stand for a further year in office, there is no need for re-election.

Nominations for new Committee members can be made, but the nominee must be up to date with allotment rent and have a proven good standard of plot maintenance and willingness to assist with site matters. All nominees will need to be seconded.

Site Management

All Sites should have a Site Manager who has a plot on the relevant site. Where this is not possible, a competent and interested person from another site can be co-opted into this role until a suitable person can be found. The Site Manager needs to be supported by a named Site Representative, one for each site and two for the larger sites.

The Site Manager, with the assistance of the Secretary, is also responsible for letting out vacant plots, and ensuring that tenants understand and keep to the terms of tenancy agreement.

Annual General Meeting

This shall be held at such time as the Committee decide, but within 15 months of the last meeting. Details of the AGM should be shared with all plot holders at least 4 weeks prior to the meeting. A full report on allotment matters, and audited accounts will be presented, and the Officers and Committee for the ensuing year confirmed.

There should be an opportunity for questions from the floor.

Site Maintenance

Any site maintenance proposed or undertaken should be reported to the Site Manager who will take this to the next committee meeting for discussion and any action. Work that needs to involve outside contractors will be instructed once three independent quotations are received and approved by the committee.

Tenancy Agreements

Plots are let by Site Managers or another authorised person. Tenancy agreements are issued and form the basis upon which plots are managed and worked. Every new tenant must read and sign the Tenancy Agreement at the beginning of their tenancy.

The Tenancy Agreement can if necessary, be changed by the committee and an addendum issued. All Tenancies are subject to an annual rental fee. The Allotment year commences on the 1st October and invoices issued in this respect.

Rental fees may be subject to increase from time to time but are subject to 12 months' notice in writing/email. The charge made for water may be subject to an annual increase, but as this relates directly to the rates charged by the water supplier, tenants may not have notice of increase before invoices are sent out.

Environmental and Social policy

Allotments have an important role to play in promoting healthy and sustainable lifestyles as well as providing green spaces for people and wildlife in all its forms. MAMC will promote as far as practical, recycling, composting and the efficient use and harvesting of water, through rainwater storage tanks, water butts etc.

Areas not suitable for growing, can with permission from the Site Manager be set aside to support wildlife. This is not a reason to neglect such a space. Similarly, there is always to possibility that such an area could be used for site social events. This is the decision of the Site Manager.

Equal Opportunities Policy

MAMC recognises that everyone has a contribution to make and the right to equal treatment; and in particular that it must discharge its duties in accordance with the Equalities Act 2010 and any such legislation.

MAMC will follow a Child and Vulnerable Adult Protection Policy. Any visiting School groups must be supervised at all times by suitably qualified and DBS checked persons.

Data Protection

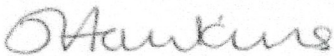
MAMC are responsible for the protection of personal data and compliance with relevant legislation. Only relevant officers and committee members will be authorised to access personal data provided by tenants; tenants shall be required to provide only such personal data as is necessary for the maintenance of the tenancy agreement, i.e., name, address telephone number and email address. A full data protection statement is available on the web site.

MAMC Dissolution

In the event of the dissolution of MAMC all of our assets would be passed on to a charity/organisation who do similar work to us, in the community.

Signed by

on behalf of MAMC



Olivia Hawkins



Andrew Jesson

on behalf of Maidstone Borough Council