

**Portishead Town Council**  
**Gertie Gale's Allotment Association**  
**CONSTITUTION**

**1. Name**

The name of the association group formed for the allotment is Gertie Gale's Allotment Association (the "Association"), and from those members (the "Tenants" or "Plot holders") they elect annually the Gertie Gale's Allotment Committee (the "Committee"). The Committee will be responsible for the day-to-day management and administration of the Gertie Gale's Allotment, Clevedon Road, Portishead, BS20 6RR (the "Site") on behalf of Portishead Town Council (the "Council").

**2. Objective**

The objective of the Committee is to assist the Council in the provision and management of allotments at the Site for the benefit of residents of Portishead Town Council electoral area.

**3. The Committee**

- a) The Committee shall consist of a maximum of fifteen (15) members appointed as follows:
  1. 1 x Elected member of Portishead Town Council and
  2. The remainder being Gertie Gale's Plot holders
- b) The following officers shall be appointed on the Committee:
  - Chair**, who shall chair both general and committee meetings.
  - Secretary**, who shall be responsible for the taking of minutes and distribution of all papers.
  - Treasurer**, who shall be responsible for maintaining accounts.
  - Lettings Officer**, who shall be responsible for letting the plots and maintaining the waiting list. A list of all Plot holders is kept by the lettings officer.
  - Site Manager**, who shall be responsible for maintenance of the Site.
- c) Four (4) members of the Committee shall constitute a quorum. Substitutes for Committee members may attend meetings but shall not be entitled to vote.
- d) All members of the Committee shall retire from office together during the Annual General Meeting, but they may be re-elected or re-appointed.
- e) In the event of a Committee member standing down during the year a replacement will be elected by the next meeting of the Committee or the Plot holders.
- f) Nominations for the Committee must be made to the Secretary before the meeting, or at the meeting.
- g) Any Committee member not attending a meeting without apology for three meetings will be contacted by the Committee and asked if they wish to resign.
- h) The Council reserve the right to remove a Committee member or veto an appointment if they see fit to ensure the operational running of the allotment garden.

#### 4. Meetings of the Allotment

- a) The **Annual General Meeting**, at which a financial statement shall be submitted and the Committee elected for the ensuing year elected, shall be held in October of every year. All Plot holders will be notified in writing at least four (4) weeks before the date of the meeting, giving the venue, date, time and agenda.
- b) **Special General Meeting** may be held at such time as the Committee may determine and shall be held upon the request in writing of at least five (5) Plot holders. The meeting will take place within twenty-one (21) days of this request. All Plot holders will be given two (2) weeks notice of the meeting in writing giving the venue, date, time and agenda.
- c) **Ordinary Meeting** may be held at such time as the Committee shall determine (at least three (3) per year, once every four (4) months). All Plot holders will be given at least four (4) weeks notice of the meeting in writing giving the venue, date, time and agenda.
- d) **Committee Meeting** may be called by the Chair or Secretary. Committee members will receive notice of the meeting at least seven (7) days before the meeting. At least four (4) Committee members must attend this meeting.
- e) All the above meetings (apart from a Committee meeting) are open to any Plot holder of the Association to attend.
- f) Plot holders are allowed to speak and vote at the meeting. Voting shall be by a show of hands.
- g) Persons entitled to vote at the above meetings are holders of a tenancy agreement at Gertie Gales Allotments.
- h) All questions that arise at any meeting will be discussed openly and the meeting will seek to find general agreement that everyone present can agree to. If a consensus cannot be reached, further investigations will be undertaken and a vote will be taken at the next meeting. A decision will be made by a simple majority of Plot holders present. The Chair shall have a casting vote.
- i) Any offensive behaviour, including racist, sexist or inflammatory remarks is not permitted at the meetings and anyone behaving in an offensive way will be asked not to attend any further meetings.

#### 5. Responsibilities of the Allotment Committee

The Committee shall:

- a) be responsible for the day to day running of the Site.
- b) determine, after consultation with the Council as well as the Association, the level of rent payable by the Plot holders from 1<sup>st</sup> April in any one year by 31<sup>st</sup> January in the previous financial year.
- c) be responsible for the collection of individual rents from the Plot holders.
- d) have authority and responsibility for the giving of notice to Plot holders for non-cultivation and/or non-payment of rent.
- e) maintain a list of potential Plot holders and shall let any vacant plot in list order. No household shall have the use of more than one (1) full plot or two (2) half plots.
- f) The Committee Secretary shall keep a record of all meetings and circulate notices of future meetings and agenda in accordance with the timescale specified in clauses 4a to 4d above depending on the type of meeting.
- g) The Committee Treasurer shall be responsible for keeping proper accounts of income and expenditure. A financial statement will be given at each meeting. A

bank account shall be managed in the name of Gertie Gale's Allotment Association. Cheques must be signed and countersigned by any two of the following officers — Chair, Treasurer, Secretary, Lettings Officer. The signatories must not be related nor members of the same household.

- h) The annual financial statement of accounts shall be submitted to the Council within two (2) months of each year end (31<sup>st</sup> March).

## **6. Responsibilities of the Town Council**

- a) The Council will retain ownership and all legal responsibility for the Site.
- b) The Council reserves the right to veto any decision relating to the Site.

## **7. Equal Opportunities**

The Committee and Association will not discriminate on the grounds of sex, race (including colour, ethnic, or national origin), sexual orientation, disability, gender reassignment, religious or political belief, pregnancy or maternity, marital status or age. The Council will retain ownership and all legal responsibility for the Site.

## **8. Variation of the Constitution**

The terms of this constitution shall not be amended or varied without the consent and agreement of the Council.

## **9. Arbitration**

Unresolved grievances or disputes within the Committee on the interpretation of this constitution shall be referred to the chair of the Council whose decision shall be final and binding on all parties.

**Dated** .....

This Constitution was adopted on the above date by the persons whose signatures appear at the bottom of this document, being duly authorised representatives of Portishead Town Council and the Gertie Gale's Allotment Committee.

Signed .....

Chair, Portishead Town Council

Print Name .....

Signed .....

Chair, Gertie Gale's Allotment Committee

Print Name .....