

# **OWPC Patch Allotments Bi-monthly report November** **2017 P.C. meeting**

## **Devolved Management**

The process now awaits finalisation and signing off of the Devolved Management agreement by the end of the year, before the next steps can take place, such as providing access and training for nominated PAA members to access the OWPC allotments data and processes.

## **Rent Letters**

All rents have been paid except for 9 tenants representing 11 plots and £282.61. Termination letters will be sent out this week to these tenants.

## **Occupancy**

Occupancy remains at just above 94% and another enquiry for a plot was received on 7<sup>th</sup> November. In the last 12 months there has been a regular turnover of tenants. The Allotment team have let approximately 55 new tenancies and also handled at least another 20 enquires that did not result in a plot being let.

## **Expenditure**

The second noticeboard to be located near the pedestrian entrance to the allotments, has been delivered and is awaiting erection by the PAA.

A Cash Register has been purchased for use by the PAA. Some training will be required before it can be deployed to the shop at the Patch.

A quotation for additional fencing for the south-west corner of the allotments has been received from the supplier selected from the previous procurement process for strengthening the gates and fence immediately to the side of the pedestrian gate. For 60m of green anti-climb fencing the quote falls within the money already allocated. We seek final approval to place an order.

We have a quotation to dig a trench and lay cable ducting underground to facilitate security camera placement at the corner of the west riding where it crosses the main east-west riding.

## **Plot Marking**

After the purchase of the plot borer one session of plot marking took place on the 8<sup>th</sup> September.

# Financial Statement

It was agreed by the PC that there would be no specific budgeting of Capital Expenditure items for 2017-18 but having regard for the unspent portions of previously agreed capital budgets.

| <b>Maintenance Expenditure 2017-18</b>       | <b>Budget</b> | <b>Actual</b> |
|--|---------------|---------------|
| Anglian Water                                | 935           | 931           |
| Grass cutting                                | 260           |               |
| Vacant plot clearance @ £25 per plot         | 510           |               |
| Postage                                      | 262           | 99            |
| Stationery                                   | 30            |               |
| Printing                                     | 94            | 64            |
| Skip   | 243           | 220           |
| Pest control                                 | 100           |               |
| NSALG membership                             | 57            | 55            |
| Maintenance, troughs and associated plumbing | 250           |               |
| Security maintenance, boundary, locks        | 250           |               |
| Patch Open Day                               | 100           | 100           |
| Discretionary grants                         | 150           |               |
| Compostable toilet consumables               | 250           | 10            |
| Hut - Building Insurance                     | 198           |               |
| Rubbish Clearance (non-skip incl. tyres)     | 100           |               |
| All tenants membership fees for Insurance    | 945           |               |
| Devolved Management Consultation & Voting    | 0             |               |
| Maintenance containers, toilet & hut         | 500           | 3             |
|  |               |               |
| <b>Total Maintenance</b>                     | <b>5,234</b>  | <b>1,482</b>  |
|  |               |               |
|  |               |               |
| <b>Capital Expenditure 2017-18</b>           |               | <b>Actual</b> |
| Boundary Security Mul-T-Lock security keys   |               | 216           |
| Notice board                                 |               | 579           |
| Re-staking                                   |               | 43            |
| Cash Register                                |               | 433           |
|  |               |               |
|  |               |               |
|  |               |               |
| <b>Total Capital</b>                         |               | <b>1,271</b>  |
|  |               |               |
| <b>Patch Allotment Total</b>                 | <b>5234</b>   | <b>2,753</b>  |
|  |               |               |