



Matlock
TOWN COUNCIL

ALLOTMENT PAYMENTS POLICY 2025

Adopted by Matlock Town Council 17/11/2025

Minute no: 2545/25

ALLOTMENT PAYMENTS POLICY

Matlock Town Council has adopted an Allotment Payments Policy to ensure prompt payment of annual allotment rents and to set out the procedure should tenants fail to pay within the agreed time frame

OBJECTIVES

As per the 'Allotment Tenancy Agreement' payment for any Matlock Town Council owned allotment is due 40 days after the date of each new tenancy agreement (April 1st). These are sent out each year at the beginning of April to ensure clear accounting records for each financial year.

ORGANISATION AND RESPONSIBILITIES

The Responsible Finance Officer (RFO) will collect monies owed to the Council. He/she will ensure that the process set out here is followed and that all monies owed to the Council are collected to fulfil the Council's statutory duties and to ensure value for money for local taxpayers.

The process as set out below is the responsibility of the RFO but may be delegated to other office staff.

PROCESS

- An electronic spreadsheet is maintained and stored on our server so it is available for all office staff to access. This will be updated monthly and whenever officers are informed of changes to tenants.
- A designated member of staff will send out the annual tenancy agreements on the 1st of April or the nearest working day after that (but not before).
- A copy of this policy will be sent each year with the 'Allotment Tenancy Agreement'.
- The RFO will monitor incoming payments for allotments and collate a list of those who have not paid within 28 days.
- A designated member of staff will send a '28 day reminder letter' to each allotment holder who has not paid within 28 days of the tenancy agreement being sent.
- The RFO will continue to monitor incoming payments for allotments and collate a list of those who have not paid within the agreed 40-day initial period.
- A designated member of staff will send a '40 day no payment letter' to each allotment holder who has not paid by the 40th day after the date of the initial tenancy agreement.
- The RFO will continue to monitor incoming payments and update the list of payees as and when they pay their annual rents.

- A list of tenants who have still not paid after the 14-day notice period given in the '40 day no payment letter' will be presented to the Corporate Committee at the next available meeting and a decision made as to whether to send an eviction notice to the listed tenants.
- If the Corporate Committee wish to send eviction notices, this will be done on the next available working day by a designated member of staff.
- WAFAS to be notified of any and all evictions in order to put a new tenant in any vacant plot

TRAINING

The Clerk is responsible for ensuring all the office staff are aware of the policy and its contents.

RELATED POLICIES AND PROCEDURES

- Allotment Structures
- Financial Regulations 2024

Review Date:17.11.2026