



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 local server so it is available for all office staff to access. This should be updated on a monthly basis and whenever officers are informed of changes to tenants.

At the billing date each tenant is written to with a new tenancy agreement

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

APPENDICES

- Allotment Tenancy Agreement
- 40 day no payment letter template
- 30 day eviction notice template
- 30 day eviction letter template

Review Date:17.11.2028