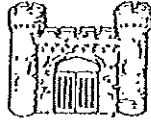


HAWARDEN  
COMMUNITY  
COUNCIL



CYNGOR  
CYMUNED  
PENARLAG

## FINANCE COMMITTEE

### AGENDA ITEM NO: 7

## RIALTUS ALLOTMENT MANAGEMENT SOFTWARE

#### 1. PURPOSE OF REPORT:

To consider the proposal to implement an electronic software system for the management of allotments.

#### 2. BACKGROUND:

The Council currently manages some 47 allotments at the allotment site in Aston. All correspondence, maintenance and inspections, issuing of the leases and invoices etc is carried out principally by the Administrative Assistant and Maintenance Team, when required. At various times throughout the year, the work load is quite sufficient particularly during December when the invoices are due and at various times throughout the year when seeds are requested to be purchased.

#### 3. CONSIDERATIONS:

In order to be more efficient, enhance officer capacity and comply with various legislative and environmental implications, the Clerk and Financial Officer requested a demonstration of the allotment management package during her recent attendance at the SLCC National Conference.

The Allotment Management software handles all the day to day requirements of managing allotment sites including the following:

|                          |  |
|--------------------------|--|
| • Waiting Lists          | • Notices to quit and terminate                  |
| • Offer letters          | • Allotment registers                            |
| • Tenancy Agreements     | • Key and plot deposit registers                 |
| • Outstanding rents      | • Inspection schedules and records               |
| • Overdue rent reminders | • Configurable emailing facility for all letters |

The advantage of the Rialtus package is that this is the same software system that the Council operates to manage its budget which will enable the Clerk and Financial Officer to more accurately pull data from the allotments package directly into the budget.

The software can generate waiting lists, applications and offer letters and manage payments including rent due, reminders and other correspondence etc.

The change from manual records to a software package will also bring benefits in relation to Data Protection and business continuity. A summary of the software package is attached to this report.

#### 4. FINANCIAL IMPLICATIONS:

The cost of this software are as follows:

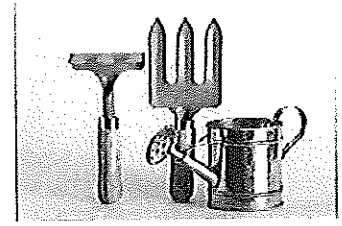
|  |                |
|--|----------------|
| Purchase of Rialtas Allotment Management Software                          | £295           |
| Discount available until 21 <sup>st</sup> January 2019 ( <i>extended</i> ) | -£73.75        |
| Half price remote Set up and online training                               | £112.50        |
| 1 <sup>st</sup> Year Annual Support and Maintenance                        | £121           |
| <b>Total Costs for 1<sup>st</sup> Year for Purchase of Software</b>        | <b>£454.75</b> |
| Annual costs from 2020 onwards   | £121 pa        |

There is sufficient budget allocation within the subscriptions section of the Council's budget.

#### 5. RECOMMENDATIONS:

In the interests of business efficiency and improved businesses continuity Members are asked to consider the purchase of this software package for the future management of allotments.

Sharron Jones  
Clerk and Financial Officer  
7<sup>th</sup> January 2019



# Allotments Management

Our Allotment Management software handles all the day-to-day requirements of managing single or multiple allotment sites.

## Key Features

- Manage multiple allotment sites
  - Waiting lists
  - Offer letters
  - Tenancy Agreements
  - Outstanding rents
  - Overdue rent reminders
  - Notices to quit and terminate
  - Allotment registers
  - Key and plot deposit registers
  - Inspection schedules and records
  - Configurable emailing facility for all letters

**Applications** - The software can generate waiting lists, applications and offer letters, which can then be printed or emailed, taking into account applicants' site preferences.

**Payments** - Letters notifying allotment holders that rent is due can be generated, including a tear-off form for returning payment and printed or emailed. Rental payments can be recorded with details of payment date and receipt numbers. Where rent has not been paid, reminder letters can be generated, followed by notices to quit, if appropriate.

**Inspection Schedules** - These can be generated and printed, with the facility to enter future inspection dates. A summary of allotments inspected and their condition can be created and, where plots are in a poor condition, letters to plot holders can be generated and printed or emailed.

