

#### Background

1. Rental for Town Council allotments is charged annually for the year commencing 1st February.
2. Invoices for the current year have been sent out in February asking tenants to pay within 28 days of the date of the invoice.
3. A reminder was sent out where necessary, in March, asking tenants to pay within 28 days of the date of the second invoice.

#### Issue

1. There are still some outstanding rentals to be paid for allotments for the year commencing 1st February 2018.

#### Next Step

1. Correspondence will be sent to tenants with outstanding rent stating that payment should be received at the Town Council office within 14 days and that failure to pay will lead to termination of the tenancy agreement.

#### Recommendation

1. To note the report.