



**ARRANGEMENTS FOR CHUDLEIGH KNIGHTON
ALLOTMENT ASSOCIATION BALLOT
20TH MARCH 2019
IN CHUDLEIGH KNIGHTON VILLAGE HALL**

Hall Layout: Audience seats facing stage.

Registration desk facing audience and located 2m in front of stage with the ballot box on the desk so that it can be supervised by the officers.

Several ballot tables with pens to be placed by the wall for the ballot.

The Clerk (Helen) & Cllr Chris Webb/Cllr Janette Parker to be seated at the Registration Desk.

Welcome: At 7.30pm approx. after the allotment holders have assembled and taken their seats, Cllr Janette Parker, the Allotment Committee Chairperson, will welcome everyone and explain who can vote i.e. the allotment holder, irrespective of how many plots are rented, whose name the allotment is allocated. Also, for those who share a plot, only one person is entitled to vote. The procedure, as follows, will then be explained:

- a. Allotment holders to make their way to the Registration Desk.
- b. Allotment holder to give name and plot number(s) to Helen or Chris/Janette who will mark the register.
- c. Helen or Chris/Janette to initial ballot paper and issue one to the allotment holder. If the Ballot Paper does not have the Clerk or councilor's signature, it will be void.
- d. Allotment holder to mark the ballot paper on ballot table by writing an "X" in the appropriate box.*
- e. Ballot paper to be folded and placed in the ballot box.

After 8pm when everyone in attendance has had the opportunity to vote, the ballot will end and the ballot box will be emptied in front of the allotment holders who will be invited to take their seats. Helen/Chris/Janette will then divide the ballot papers into those marked 'for' and 'against'. The count will take place by Helen and it will be checked by an allotment holder. Helen to complete the "Summary of results" form (see below) of the count and hand it to the Chairperson.

The Chairperson will then announce the results of the ballot.

After the Ballot:

Depending on the result, the allotment holders will be invited to make arrangements to form a committee, etc. Contact details of a minimum of 3 allotment holders will be required and they will be invited to take forward discussions with the Parish Council at the next meeting of the Allotments Committee on Tuesday 2nd April 2019 at 7.30pm in Chudleigh Knighton Village Hall.

** Should an allotment holder spoil a ballot paper before it is placed in the box, the Clerk will mark "spoilt" on the ballot paper and issue another. The spoilt ballot paper will be placed in the box for action during the count. The allotment holder will place the reissued paper in the box.*