Worked example - a fictional allotment society. Replace every detail with your own.

Anytown Allotment News

Issue 14 | December 2026 | Edited by Sam Taylor

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Winter digging day: thank you to everyone who came

Thirty-two members came to the site on Saturday 14 November and between us we dug over eleven empty plots. A big thank you to everyone who brought tools, flasks and cake.

The tea hut raised £86.50 for the new water butts, and we are only £120 short of our target.

Plots 4, 9 and 17 are now free to rent. If you know someone who would like one, ask them to email the secretary. There is a short waiting list, so please do not wait too long.

Our next working day is on Saturday 12 December from 10am. Wrap up warm.

News and notices

Gate code changes on 1 January.

Please return keys to the secretary.

Compost delivery arrives 5 December.

Tip of the month

Cover bare soil with cardboard or mulch over winter to keep weeds down and protect the soil.

Dates for your diary

Date	What is happening	Where
Sat 5 Dec	Compost delivery and sharing	Main gate
Sat 12 Dec	Working day, 10am - 1pm	Whole site
Tue 15 Dec	Committee meeting, 7.30pm	Tea hut

Get in touch
Send items for the January issue to news@example.org by Friday 18 December. Secretary: Pat Green, 07700 900321.