

Rotherham Allotment Alliance

Board Meeting No.1

Meeting Date: 15/04/2019

Meeting Time: 2.00pm

Meeting Location: Garden House, Clifton Park, Rotherham

Meeting Called By: Councillor Brian Steele

Chair: Councillor Brian Steele

Secretary: Jack Taylor

Present: JP. JK. MF. AD. BS. JT. RS. AL. TA. MS. PG.

Apologies: Cllr. E Hoddinott

Agenda Topics

- **Appointment of Alliance Directors • Code of Conduct for Directors**
- **Minutes of previous meetings • Formal Establishment of Alliance- Press Statement**
- **Leases / Tenancy Agreements**
- **Site Visits • Action Plan Update**
- **Bank Account Update • Any Other Business**
- **Date of Next Meeting**

Important Discussion Points

1. Appointment of Alliance Directors

Chair (BS) asked those present to indicate by raising their hand their acceptance of becoming a Director of the Rotherham Allotment Alliance. All present indicated their acceptance.

Cllr Hoddinott had previously indicated her intention to be a director, so this was confirmed in her absence. File Ref 1/1

2. Minutes of previous meetings.

25/3/19 Finance, discussion around use and availability of Capital. AL Clarification from Finance Dept. needed to make it clear what the Capital is to be used for, and clarification on whether there is a time limit on spending the capital.

PG Letter of thanks to John Callaghan.

1/4/19 Administrator EH looking into this. RS & AD to meet with TA to discuss maintenance needs and costs.

3. Leases / Tenancy Agreements.

Discussion about the importance of Leases.

A. Lease between our RMBC and Alliance.

• RMBC Legal Service has previously recommended that a separate agreement is drawn up for each site (so that any future changes on a single site do not affect the agreements in place for the other sites), but that it is expected that the terms of all leases will be substantially the same. Also,

that this will require significant input from our RMBC Estates Team to survey all sites (to produce new red-line plans), to negotiate heads of terms with the Alliance, and then to get the agreement drawn up and completed by Legal Service.

B. Lease between Alliance and Site Societies.

- JP asked whether these will need to be amended at the point of transfer of sites to the Alliance, or whether this can be done later.
- The directors felt there was a need to standardise all leases with allotment societies.
- There was concern from the directors about the Alliances ability to deal with liabilities for existing structures etc as specified in existing lease agreements.

C. Tenancy agreements with individual plot holders.

- JP enquired whether new tenancy agreement will need to be drawn up with plot holders on directly managed sites on the date of transfer of sites to the Alliance, or whether this can be deferred until the date when the current agreements expire (31/03/20).

- All these things to be checked with Estates team.
- TA to supply copy of current tenancy agreement to JP.
- JP asked about the formation of new societies in the period leading up to the transfer of sites to the Alliance. - *It was agreed that new societies could be formed, but that it would be impractical for the Council to enter into new lease agreements with them for just a few months pending the transfer of sight to the Alliance so it would be best to wait until the Alliance is responsible for the sites.*

File Ref 1/2

- JP also asked what tests would a new Society have to meet to be considered fit to have a lease on a site. - *PG to supply details of council's criteria for Asset Transfer Leases to assist the Alliance in developing its own checklist for new Societies.*

- MF noted that the National Allotment Society can support fledgling societies.

4. Site Visits

JT. BS. to accompany TA on visits to authority managed sites to assess needs. 17&18/4/19

File Ref 1/3

5. Bank Account Update

AD updated the meeting on Bank details.

Coop Bank. Key Contact AD.

Accountant Brearley (Swinton).

All members must sign a form.

All (4) signatories (BS. JT. AD. JK.) must sign another form.

AD gave Broom Valley New Allotments as operating address for Alliance.

File Ref 1/4

6. Code of Conduct for Directors.

Code of Conduct agreed proposed JP seconded RS Unanimously passed. Final version to be circulated and signed.

File Ref 1/5

PG & AL to look into Register of Interest and Conflict of Interest.

7. Formal Establishment of Alliance- Press Statement.

File Ref 1/6

Put on hold due to EU elections

8. Action Plan Update.

PG updated Action Plan and will circulate.

9. Any Other Business

JT. BS. circulate form to members to update personal details JT to hold.

AD to get quote and description of benefits of NAS membership.

AL Council unable to give cash to Alliance before 1/1/2020. AL to follow up.

AD. RS. JP. to look at Alliance costs before 1/1/2020.

Submission of Agenda Points to BS. Bullet points can be added. 4 days' notice on agenda agreed.

Help and Advice on setting up a Society from Alliance

10. Dates of Next Meetings.

29th April 2019 at 2.00pm

13th May 2019 at 2.00pm

Action Items Leases

PG BS

Finance AL

Costs before 1/1/2020 AD JP RS

Plot Inspection JT BS TA

Maintenance needs and costs RS AD TA



Signed (Chair)