

Rotherham Allotments Alliance

Board Meeting No.10

Meeting Date: Monday 2nd September 2019 at 2.05pm

Meeting Location: Garden House, Clifton Park, Rotherham.

Meeting Called By: Councillor Brian Steele

Chair: Councillor Brian Steele

Secretary: (Minutes) John Palmer

Present: Directors: - Al Dean, Mike Farrell, Councillor Emma Hoddinott, John Palmer, Councillor Brian Steele, RMBC Officers – Andy Lee and Katherine Roberts (Human Resources)

Apologies: Mohammed Suleman, Jack Taylor. (RMBC Officer – Tim Archer).

1. Declaration of interests by any board member.

There were no declarations of interest.

2. Minutes of Board Meeting No 9 held on Monday 12th August 2019.

MF raised a concern relating to item 8 in his view it was not agreed '*that decision on all shareholders becoming members be a matter for consideration for the AGM*'. Following debate those Directors present at Board meeting No.9 voted 3 to 1 that the minute **File ref 9/56** was a true record. The minutes were duly signed by the Chairman.

3. Matters arising

Chairman would discuss web-site content and establishment with EH.

4. Staffing

KR (RMBC) advised on the staffing arrangements that RMBC could provide on behalf of RAA – advertising post; preparation of job description and person specification; assist with appointment procedure and all employment procedures including pay arrangements etc. The post of 'Allotments Support Assistant' would be based on the previously circulated report (Board Meeting No3 13/5/19). Consideration was given to amount of hours per week to facilitate any additional work required during RAA establishment. The cost of RMBC providing this service to assist the formation and transition to RAA managing allotment provision currently undertaken by RMBC to be determined. **It was agreed to move forward on this proposal with a start date of December 2019 for a 12 month contract, 25 hours per week. The role and hours to be reviewed during the course of 2020. File Ref 10/58**

The role of 'Allotment Operative' and site maintenance in general and how this is undertaken was deferred for discussion at the 23rd September meeting.

5. Leases – 'Heads of Terms' and Sub Leases to Societies

In line with **File Ref 9/52** The Chairman (BS), Treasurer (AD) and Assistant Secretary (JP) duly signed the amended 'Heads of Terms'. **File Ref 10/59** The requirement for a solicitor to represent the RAA to be confirmed. (AL)

Sub-leases to Societies added to agenda for meeting to be held on 9th September.

6. Recruitment of new Directors

MF proposed that Mr Philip Gill should be approached to determine his interest. AL to advise further.

The need for new directors will also be raised at the forthcoming meeting with Society Representatives. Consideration could be given to advertising for new Directors with specific expertise in areas to assist the RAA during this formative period. **File Ref 10/60**

7. Directors Skills Audit

EH advised on how the skills audit should be completed and its overall use to the RAA. **It was agreed that all Directors should complete the skills audit and return to EH asap. File Ref 10/61**

8. Membership of NAS and progress with formation of new societies

MF reported:-

- Avenue Road, Wath had now agreed a constitution and a bank account had been opened. Issues relating to letting of plots and waiting lists at this site were discussed and AL advised that secretary should discuss with TA, RMBC still being responsible until 2020 handover.
- Vicarage Fields, Rawmarsh initial meeting to be held in near future MF attending.
- Barnsley Road and Wet Moor Lane, Wath were actively raising funds via a Tesco store initiative.

AD/MF to provide AL with details to enable RAA membership of NAS to be finalized – File Ref 10/62

9. Agenda items for the next meetings.

It was noted that the proposed meeting with Society Representatives scheduled for the 3rd September had now been re-arranged for the 17th September a consequence of RMBC administrative error.

9th September

- Treasurer to present report on financial issues –
 - Methods of RAA receiving rental payments and other income.
 - Financial Regulations
 - Preparation of detailed budgets and cash flow projections for 2020 and 2021.
- Web-site Content
- Update Start Up Action Plan
- MF update on new society formation and possible York Allotment CIO representative to attend.
- Sub Leases to Societies.

23rd September

- RAA Policy requirements.
- The role of ‘Allotment Operative’ and site maintenance in general and how this is undertaken.
- Report on meeting with society representatives (17/9/19).

12. Date and Time of Next Meetings.

9th September 2019 at 2.05pm

17th September 2019 at 4.00pm – Chairman to meet with Society representatives.

23rd September 2019 at 2.05pm

7th October 2019 at 2.05pm



Signed (Chair)