

## Rotherham Allotments Alliance

# Board Meeting No.11

**Meeting Date:** Monday 9th 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, Tim Archer

**Apologies:** Mohammed Suleman, Jack Taylor.

### **1. Declaration of interests by any board member.**

There were no declarations of interest.

### **2. Minutes of Board Meeting No 10 held on Monday 2<sup>nd</sup> September 2019.**

The minutes were agreed a true record and duly signed by the Chairman.

### **3. Matters arising**

In pursuance of **File Ref 10/58**, EH advised that RMBC - HR section were progressing with preparation of job description (25 hours per week) for 'Allotment Support Assistant' post, the RAA mission statement to be included. Once preparation complete advertising of the post would commence.

### **4. Representative from York (YACIO)**

No representative available.

### **5. Treasurer Up-date on following items**

- Methods of RAA receiving rental payments and other income:-
- Financial Regulations:-
- Preparation of detailed budgets and cash flow projections for 2020 and 2021.

Treasurer requested that this item be place on the next meeting agenda to allow preparation to be completed. This was agreed **File Ref 11/63**.

### **6. Leases to Societies**

Consideration was given to previously circulated 'NAS Model Agreements' between Landlord and Allotment Association and Allotment Association and Individual Allotment Tenant. Following lengthy discussion it was agreed that the 'Model tenancy agreement between Landlord (RAA) and Allotment Association should be adapted to ensure it contained all relevant clauses pertaining to the 'Heads of Terms' relating to the lease between RMBC and RAA. Assistant secretary (JP) to prepare first draft for consideration at the next meeting. Along with further consideration of the RAA tenancy agreement with directly managed plot holders and 'Model Rules' **File Ref 11/64**

### **7. Web-site Content**

Carried forward to a future agenda Chair and EH to determine.

### **8. Progress with formation of new societies**

MF reported:-

- Vicarage Fields, Rawmarsh following initial meeting formation of a constituted society was progressing.
- MF now wished to progress the initiative to other directly managed sites. It was agreed that MF/TA to organize and publicise meetings with allotment tenants at these sites to promote interest in society formation and future site management. **File Ref 11/65**

**9. Update of the ‘Start up Action Plan’**

AL agreed to update the plan for consideration at the next meeting. **File Ref 11/66**

**9. Agenda items for the next meetings.**

**23<sup>rd</sup> September**

Meeting cancelled no quorum due to apologies already tended.

**7<sup>th</sup> October**

- 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.
- 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).
- Update of the ‘Start up Action Plan’.
- MF update on new society formation.
- Draft RAA lease to Allotment Societies and further consider RAA tenancy agreement with directly managed plot holders and ‘Model Rules’.

**Future Agenda Items**

- Web-site content

**12. Date and Time of Next Meetings.**

7<sup>th</sup> October 2019 at 1.00pm (**Please note earlier start time**)

21<sup>st</sup> October 2019 at 2.05pm

4<sup>th</sup> November 2019 at 2.05pm



Signed ..... (Chair)