

Rotherham Allotments Alliance

Board Meeting No.12

Meeting Date: Monday 7th October 2019 at 1.00pm

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, John Palmer, Councillor Brian Steele, RMBC Officers – Andy Lee, Tim Archer

Apologies: Councillor Emma Hoddinott, Mohammed Suleman, Jack Taylor.

The meeting being in-quorate at the start in was agreed to consider agenda item 9 first.

9. Update Start up Action Plan

Directors considered the previously circulated 'Start up Action Plan' and revised dates and actions. AL agreed to update the spreadsheet as **revision 8 – 7th October 2019** which would be circulated to all Directors.

Meeting now having a quorum – business continued as per agenda.

1. Declaration of interests by any board member.

There were no declarations of interest.

2. Minutes of Board Meeting No 11 held on Monday 9th September 2019.

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

3. Matters arising

Membership of NAS **File Ref 10/62** - AL confirmed he had not received the required information for him to process the membership order. The required information was provided to allow this matter to proceed.

4. Draft Lease to Allotment Societies and further consider RAA Tenancy Agreement with directly managed plot holders and 'Model rules'.

Pursuant to **File Ref 11/64** consideration was given to previously circulated draft documents:-

- a) Draft 'Model Rules'
- b) Draft Lease between RAA and Allotment Societies
- c) Draft Tenancy agreement between RAA and directly managed allotment site plot holder (also possible use by Allotment Societies if desired).

Consideration was given to the draft documents and discussion took place on key areas of the documents agreeing the way forward. The draft documents would be amended to contain the agreed amendments and then submitted to the next meeting of the Board for ratification. It was also agreed that Allotment rentals for the 2021 financial year would be an item for the November meeting of the Board to comply with the 12 month notice requirement. **File Ref 12/67**

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.

In pursuance of **File Ref 11/63** the Treasurer circulated draft copy of methods that would be available for RAA receiving rental payments and other income. Treasurer further reported that he was meeting a representative of Brierley & Co in the next week to discuss - Financial Regulations; VAT; other financial matters. A report of this meeting would be prepared and circulated prior to the next Board Meeting. Preparation of detailed budgets and cash flow projections for 2020 and 2021 required more detail and the Treasurer agreed to prepare a report for consideration at the next Board meeting. **File Ref 12/68**

6. The role of ‘Allotment Operative’ and site maintenance in general and how this is undertaken.

Directors discussed options for completing general maintenance work, emergency and ‘one-off’ maintenance work on all allotment sites. It was agreed that JP would prepare schedule of work for discussion at a future meeting of the Board which could form the basis for seeking tenders from prospective contractors. **File Ref 12/69**

7. Report on meeting with society representative held on the 17th September 2019.

Chair advised on the meeting – the need to get the web-site up and running as soon as possible to enable information to be made available to all easily. Chair proposed that a letter be sent to all current and prospective societies along with a copy of the meeting notes. This course of action was agreed. TA advised he was currently working through all society contacts seeking permission to forward their contact details to RAA.

Chair also advised that two attendees at the meeting had shown interest in becoming Directors, however, one would have difficulty attending afternoon meetings. **File Ref 12/70**

8. Progress with formation of new societies

MF reported:-

- Avenue Road, Barnsley Road/Wetmoor Lane, Wath; and Vicarage Fields, Rawmarsh were all now constituted societies and were awaiting leases with RAA. TA further advised that he was working with representatives of these groups to identify un-cultivated plots and instigate non-cultivation letters etc.
- Contact had been made with possible interested plot holders at Rectory Fields, Rawmarsh and Scrooby Street, Greasbrough. Contact had been made with plot holders at Rosehill, Rawmarsh, however, the initial response was not supportive to society establishment.
- Chair agreed to send copy of site visit (BS/JT/TA – 17/18th April 2019) report to representative of Avenue Road who has requested sight of this report via email to MF.
- Expressions of interest to volunteer to assist both new societies and RAA should be made in the first instance to the RAA Board of Directors.
- AL to contact Fitzwilliam Estates concerning future management of Sandymount Road, Wath.
File Ref 12/71

10. RAA policy requirements.

These to be identified from the update ‘Start up Action Plan’ and further discussed at the next meeting.

11. Agenda items for the next meetings.

21st 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 as identified in the updated ‘Start Up Action Plan’
- MF to report on the AGM of the Yorkshire Area branch of NAS to be held in York on the 19/10, and update on new society formation.

- Approve RAA lease to Allotment Societies, RAA tenancy agreement with directly managed plot holders and ‘Allotment Rules’.

4th November

- Web-site content
- Site maintenance schedule of works, consider tender exercise.

18th November

- Consider allotment rentals for 2021 financial year to meet 12 month notice requirement.

11. Date and Time of Next Meetings.

21st October 2019 at 2.05pm
4th November 2019 at 2.05pm
18th November 2019 at 2.05pm
2nd December 2019 at 2.05pm
16th December 2019 at 2.05pm



Signed (Chair)