

Rotherham Allotments Alliance

Board Meeting No.13

Meeting Date: Monday 21st October 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, John Palmer, Councillor Brian Steele, Jack Taylor.
RMBC Officers – Andy Lee, Tim Archer

Apologies: Mike Farrell, Councillor Emma Hoddinott, Mohammed Suleman.

1. Declaration of interests by any board member.

There were no declarations of interest.

2. Minutes of Board Meeting No 12 held on Monday 7th October 2019.

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

3. Matters arising

- Membership of NAS **File Ref 10/62** - cheque raised AL to be passed to AD to liaise with MF to complete membership.
- Site Maintenance **File Ref 12/69** – information to hand not adequate for producing a schedule of works. TA to determine information available and pass to JP.
- Web-site (agenda item for next meeting) Chair to contact EH stressing urgency to expedite.
- Administrator post – Chair to determine current status.
- Letter to Society Representatives following meeting (17/9) still to be finalized. Contact details being checked TA. A communication plan was required.

4. Tenancy Agreement to Allotment Societies, Tenancy Agreement with directly managed plot holders and Allotment Rules.

Pursuant to **File Ref 12/67** consideration was given to previously circulated documents amended following consideration at Board Meeting 12 – 7th October 2019:-

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

The Board agreed to adopt the documents as circulated for future use by the RAA. **File Ref 13/72**

Discussions took place on the requirement to issue new tenancy agreement to all plot holders on directly managed site that were not being transferred to newly formed societies. TA to determine number of individual tenants concerned and the type of contact information currently held for those tenants.

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 and 12/68** - Treasurer circulated 2nd draft copy of methods that would be available for RAA receiving rental payments and other income. Treasurer further reported that he still had

not met with representative of Brearley & Co. It was agreed that this meeting must be arranged as a matter of urgency and the secretary would also attend. The following items to be discussed:-

- Financial regulations by which RAA would be governed and by which it would operate.
- VAT implications for the operation of RAA.
- Charitable Status and HMRC implications.
- Software to be utilised for accounting purposes.
- Brearley's charges to RAA for its services.
- Timetable for audit submissions for both RAA and Individual Societies.

Preparation of detailed budgets and cash flow projections for 2020 and 2021 required more detail.

File Ref 13/73

6. AGM of the Yorkshire Area Branch of NAS – York 19th October 2019 and Update on new society formation.

In the absence of MF it was agreed to defer this item to the next meeting.

7. RAA Policy Requirements

The following Policy requirements were identified:-

- Privacy.
- Safeguarding.
- Health and Safety – Risk Assessment – It was noted that MS had provided a draft previously. An electronic copy was to be sourced.
- Environmental.
- Equality and Diversity.

Model policies were to be sourced that could then be adapted for the RAA. Chair/Secretary/JP to progress.

8. Agenda items for the next meetings.

4th November

- Colony – status report and training requirements.
- Web-site - (Colony interface?)
- Treasurer/Secretary to present report on financial issues following meeting with Brearley & Co –
 - Financial Regulations
 - Preparation of detailed budgets and cash flow projections for 2020 and 2021.
- Tenancy Agreements to directly managed plot holders. (TA to provide details of numbers involved).
- Site maintenance schedule of works, consider tender exercise.
- Administrator post – status report.
- Communication Plan.
- NAS Yorkshire Area Branch AGM (York 19/10) MF to report.
- Update on new society formation (MF).

18th November

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

9. Date and Time of Next Meetings.

18th November 2019 at 2.05pm

2nd December 2019 at 2.05pm

16th December 2019 at 2.05pm



Signed (Chair)