

## Rotherham Allotments Alliance

# Board Meeting No.14

**Meeting Date:** Monday 4<sup>th</sup> November 2019 at 2.05pm

**Meeting Location:** Garden House, Clifton Park, Rotherham.

**Meeting Called By:** Councillor Brian Steele

**Chair:** Councillor Brian Steele

**Secretary:** Jack Taylor (Minutes John Palmer)

**Present:** Directors: - Al Dean, Mike Farrell, John Palmer, Councillor Brian Steele, Jack Taylor.  
RMBC Officers – Andy Lee, Lauren Roe (Comms Team)

**Apologies:** Councillor Emma Hoddinott, Mohammed Suleman. (Tim Archer – RMBC)

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

There were no declarations of interest.

### **2. Minutes of Board Meeting No 13 held on Monday 21<sup>st</sup> 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** – AD advised membership now complete.

### **4. Web-site**

Chair advised that LR was in attendance to give assistance in the setting up and establishment of the RAA web-site. [www.rotherhamallotments.org.uk](http://www.rotherhamallotments.org.uk) - LR would determine the assistance that RMBC could offer and the timescale to going live. Content was discussed and LR was provided with a copy of the web-site content report agreed **File Ref 9/57**. Chair forwarded a copy of the Logo. Discussion took place with regard to Colony interface, email addresses, Facebook and Twitter accounts. LR and advise on progress in due course. Consideration of a Communication Plan was deferred.

### **5. Treasurer/Secretary up-date on following items:-**

Secretary advised that joint meeting with Brearley & Co had not taken place and he presented email responses to the questions posed in **File Ref 13/73**. Treasurer reported that he had meet with Brearley & Co informally whilst in the area.

Treasurer/AL advised arrangements in hand for finance to open PO Box and financial transfer being arranged from RMBC to RAA.

It was agreed that Treasurer would seek more information on the following points and report further to the Board meeting to be held on the 18<sup>th</sup> November 2019 :-

- VAT and HMRC registration.
- Timescale for year-end accounts audit submission.
- Budget cash flow projections for 2020/21.
- Insurance costs – public liability/employee liability/buildings (fire only).
- Charitable status.
- Financial regulations.
- Software to be used for accounting purposes.
- Obtaining accounting services.

**File ref 14/74**

## **6. Tenancy Agreement with directly managed plot holders.**

Discussions took place on the requirement to issue new tenancy agreements to all plot holders on directly managed sites that were not being transferred to newly formed societies. In the absence of TA the number of individual tenants concerned and the type of contact information currently held for those tenants had not yet been determined. AL suggested that it may be possible to place copy of 'Allotment Rules' and tenancy agreement on web-site and advise tenants in rental demand 'that by paying the rental they were agreeing to the new rules of tenancy'. **File Ref 14/75**

## **7. Site Maintenance**

No further information was to hand with regard to quantifying the amount of site maintenance work required. There was an urgent need to determine how to undertake remedial work such as lock replacement; fence/gate repair; water leaks etc. from January 2020 and options were discussed. It was agreed that JT would investigate possible 'Handyman' availability and costs.

## **8. Administrator Post.**

No further information was to hand and it was agreed to request a representative from HR to attend the next meeting. *(Subsequent to this request after meeting had closed it was learnt that HR has requested further information with regard to job advert and person specification on the 4<sup>th</sup> September and this had not been acted upon by the Board Member dealing with this matter. As a matter of urgency the Chair/Secretary/JP agreed to provide this information to allow the appointment procedure to commence. The Board will be requested to approve this action at the next meeting. File Ref 14/76.)*

## **9. New Society Formation.**

MF advised no further progress to report.

## **10. AGM of the Yorkshire Area Branch of NAS – York 19<sup>th</sup> October 2019**

MF advised on his attendance at this event and commented on some of the presentations made. AD advised the meeting that MF has been selected as the NAS Yorkshire Area representative, he was congratulated.

## **11. Agenda items for the next meetings.**

### **11<sup>th</sup> November**

- Colony – status report and training requirements.
- Web-site - (Colony interface?) Update
- Administrator post – status report (see **File Ref 14/76**)
- Startup action plan consider (revision 8).
- Risk Register
- Site Maintenance – Secretary to report on Handyman post.
- Bank Mandate for cheque signature etc.
- Communication with societies – notes from meeting held 17<sup>th</sup> September.

### **18<sup>th</sup> November**

- Consider allotment rentals for 2021 financial year to meet 12 month notice requirement.
- Treasurer to submit report on the following items:-**
- VAT and HMRC registration.
  - Timescale for year-end accounts audit submission.
  - Budget cash flow projections for 2020/21.
  - Insurance costs – public liability/employee liability/building (fire only).
  - Charitable status.
  - Financial regulations.
  - Software to be used for accounting purposes.
  - Obtaining accountancy services.

**2<sup>nd</sup> December**

- Update on new society formation (MF).
- RAA Policies. (JP)
- Status report on RMBC lease with RAA.
- Status report on Administrator post.

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

11<sup>th</sup> November 2019 at 10.00am

18<sup>th</sup> November 2019 at 2.00pm

2<sup>nd</sup> December 2019 at 2.00pm

16<sup>th</sup> December 2019 at 2.00pm



Signed ..... (Chair)