

## Rotherham Allotments Alliance

# Board Meeting No.15

**Meeting Date:** Monday 11<sup>th</sup> November 2019 at 10.00am

**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, Mohammed Suleman, Jack Taylor.

RMBC Officer– Andy Lee.

**Apologies:** (Tim Archer – RMBC)

- A. Minute Taking** – Chair requested approval for JP to continue minute taking duties until the appointment of the RAA Support Officer who would then take up these duties. The Board agreed to this. **File Ref 15/77**

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

There were no declarations of interest.

### **2. Minutes of Board Meeting No 14 held on Monday 4<sup>th</sup> November 2019.**

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

### **3. Matters arising**

- There were no matters arising.

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

AL advised that all Colony information had now been transferred to 'cloud base' ready for future handover to RAA meeting GDPR requirements.

Colony training was discussed, AL agreed to determine availability for training with MCPC.

It was agreed that following would attend training session Chair/Secretary/Treasurer/RAA Support Officer and RMBC team member. **File Ref 15/78**

MF reported that NAS were currently working on a computer program similar to Colony which may be available during 2020.

### **5. Administrator Post**

Further to – **File Ref 14/76** Chair advised that post of RAA 'Allotments Support Officer' was currently being advertised on the RMBC vacancy list web-site. Closing date for applications being the 24<sup>th</sup> November. (Chair advised he had received one show of interest to date). It was agreed that the Interview Panel would consist of Chair/ Secretary/EH (MS as substitute) and representative from RMBC HR Team.

**(File Ref 15/79)**

### **6. Start-up Action Plan (revision 9)**

Consideration was given to the Start-up Action Plan (revision 9).

- Secretary reported - (on-line) registration with 'Information Commissioner'. Directors agreed to the details for inclusion on the application form. It was noted that registration fee

was £40.00 (sec to pay on line and recover from Treasurer). It was agreed to use the PO Box as contact address and application be delayed until this detail was to hand.

*(Treasurer reported that this was in hand and details would be circulated as soon as received from Royal Mail).* **File Ref 15/80**

- Chair would contact Lauren Roe (RMBC Comms Team) to determine current position on web-site establishment.
- MF advised that details of contacts on ‘directly managed sites’ were not to hand due to absence of TA, and subsequently delaying further progress on establishing contacts on those sites not currently in the process of establishing societies. AL agreed to provide by end of week.
- Other urgent issues that needed resolving were as follows (items within agenda for 18<sup>th</sup> November and 2<sup>nd</sup> December meetings) :-
  - Accounting procedure
  - Insurance
  - Privacy policy

## **7. Risk Register**

The ‘Risk Register’ dated April 2019 was considered. It was agreed to adopt this – MS to be added along with EH for responsibility for ‘risk number RAA2’. **File Ref 15/81**

## **8. Site Maintenance**

Secretary reported on progress made into possible ‘Handyman’ availability and costs. He had contacted a number of possible ‘Handymen’ and was seeking more information on charges, types of work involved, availability and speed of response. Secretary would progress further. Secretary asked Directors to forward contact details of any known ‘Handymen’. Means of approving a ‘preferred contractor’ to be further considered.

During these discussions – Electrical and Fire extinguisher testing were noted for future consideration.

**File Ref 15/82**

## **9. Bank Mandate.**

Treasurer advised that he had removed previous Directors RS and JK from the RAA/Bank details.

It was agreed RAA approved mandate signatories with the Bank should be all Directors (if possible).

Treasurer to discuss with bank.

Treasurer advised that RMBC had now transferred £7500 into the RAA bank account. AL advised the balance (of the approx. £15,000) would be transferred into the RAA towards the end of January 2020. **File Ref 15/83**

## **10. Communication with Societies.**

Chair reported that the intended communication, with all existing and new societies, had not been completed due to contact details not forthcoming from TA. AL agreed to make these available ASAP. Chair to draft letter which would also include notes from meeting held on the 17<sup>th</sup> September 2019. **File Ref 15/84**

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

(MF advised that a previous Chairman of the Broom Valley Old site society had recently passed away – Chair agreed to respond on behalf of RAA)

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

- Consider allotment rentals for 2021 financial year to meet 12 month notice requirement.
- Consider Director to become Assistant Treasurer.

### **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.
- Procurement procedure.

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

- RAA Policies. (JP)
- Status report on RMBC lease with RAA.
- Status report on Administrator post.
- Secretary to report on ‘Handyman’ position.
- Status report on web-site establishment.
- Update on new society formation or active contacts willing to assist RAA (MF).

**16<sup>th</sup> December**

- Agree dates and times (and venue?) for 2020 meetings

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

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)