

Rotherham Allotments Alliance

Board Meeting No.19

Meeting Date: Monday 6th January 2020 at 2.00pm

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 Officers – Andy Lee. & Tim Archer for items relating to minute no 001/01/20).

Apologies: There were no apologies tendered.

001/01/20 – Transfer and Transitional issues – RMBC to RAA

- TA advised that a full audit was being carried out on rental payments received to update current tenancy status. He also advised that certain plot holders paid by installment via direct debit, status of these payments also being checked.
- TA reported that the tenancy agreements were to be checked and correlated with 'colony'. Tenancy agreements were not available for all tenants – especially older tenancies.
- SLA was still being produced by AL/TA.
- 'Colony' being checked for security and data protection in readiness for RAA access. It was agreed that BS/JT/AD/MF and ASO would be RAA contacts, necessary details emails etc. to be provided.
- TA advised of one current outstanding item of work to remove asbestos from Broom Valley Old site. TA agreed to provide secretary with a list of current contractors used for various types of work on allotments sites.
- AL advised of outstanding encroachment issue at Scrooby Street, Greasbrough – this matter has been subject to court proceedings, court finding in favour of RMBC and the land in question to be returned to allotment use. This had still not occurred and may be subject to further legal action. RMBC would continue to pursue the matter until satisfactory conclusion.

002/01/20 - Declaration of interests by any board member.

There were no declarations of interest.

003/01/20 - Minutes of Board Meeting No 18 held on Monday 16th December 2019.

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

JP proposed a new method of minute numbering to coincide with the start of the RAA first year of operation. This was agreed.

004/01/20 - Matters arising

- a. Allotment Support Officer – Chair reported that ASO would be in post week commencing 13/1/20 and would be attending the next Board meeting. Consideration was given to mobile phone provision and it was agreed that Chair would discuss with ASO.

Chair also advised that to share Directors contact details with ASO they would have to give their authority to allow this. Agreed Secretary would create a pro-forma sheet for Directors to sign at next meeting.

005/01/20 - Financial Matters

- a. **Financial Statement** – Treasurer presented a statement to the 31/12/19 showing a closing balance of £6640.00
- b. **Insurance costs** – Further discussion took place on this matter concerning public liability/employee liability/building (fire only). RMBC confirmed that the current insurance would remain in place until the final lease handover, which would take place during the first three months of 2020 on completion of land registry protocols. At this point the RAA would require its own insurance cover. It was agreed that site detail would be provided to Treasurer and Assistant Treasurer who would then seek quotations from SHIELD and JOLF insurers for the following two options. The Board to consider quotations at its next meeting.
 - a) for all RAA sites,
 - b) for just directly managed sites (Society managed sites to obtain their own insurance).
- c. **Charitable status** – Secretary reported that he had been in discussion with the Charities Commission who advised that an application can be made to HMRC for consideration. To complete this application personal information was required from Chair, Secretary and Treasurer. It was agreed the application should be completed and await HMRC consideration.

006/01/20 – Financial Regulations

JP advised that he was currently working on this document and would present to a future meeting of the Board.

007/01/20 - RAA Policies

Directors considered previously circulated copies of policies relating to:-

- Confidentiality
- Health and Safety
- Equality
- Diversity
- Social
- Site Inspection and/or Health and Safety Risk assessment form and procedure
- Child Protection
- Environmental
- Volunteer
- Complaints and appeals procedure

Directors agreed to adopt these policies.

008/01/20 - Website.

Chair advised that he was awaiting further update on progress from GET Internet Services.

009/01/20 – Allotment Support Officer – work setting.

Consideration was given to arrangements for induction which would be joint between RMBC and RAA.

Initial duties to include:-

- Colony familiarization and training.
- Familiarization of RAA background, policies, minutes etc.
- Mobile phone update.
- Office supplies and internet provision.
- Working from home arrangements.
- It was agreed that Chair had authority to commit expenditure to £100 to cover.

010/01/20 – Annual General Meeting

Consideration was given to date, time and venue for the first RAA AGM. It was agreed that this should be held week commencing 20th April 2020, to commence at 7.00pm and Town Hall as venue. Chair to arrange booking. Agenda to be finalized in due course to include the following items:-

- Election of Officials (in line with rules) and Lay Auditors.
- NAS membership for all plot holders.

- Future Board meeting calendar and times.

011/01/20 - Agenda items for the next meetings.

20th January

- **Transfer and Transitional arrangements RMBC to RAA (including SLA)**
- **Financial Matters**
 - Treasurers financial statement and report.
 - Insurance quotations. (Treasurer and Assistant)
 - HMRC – charitable status (Secretary)
 - Financial Regulations (JP)
- Business Plan – review.
- Website (progress report)
- Publicity
- 100K grant from RMBC
- New leases to existing Societies and new Societies
- Formation of new societies and or site representatives where a society cannot be formed.
- AGM
 - Tuesday 21st April at 7.00pm in the Town Hall, Rotherham (Chair)
 - Agenda items.
 - Election of Directors and Auditors. (See rules Co-op and Community Benefit Act 2014 – Rules of RAA – All Founder Directors have to stand for election at first AGM).

012/01/20 - Date and Time of Next Meetings. (Meetings will be cancelled if not required).

All in the Garden Room, Clifton Park at 2.00pm

Monday 20th January 2020

Monday 3rd February 2020

Monday 17th February 2020

Monday 2nd March 2020

Monday 16th March 2020

Monday 30th March 2020



Signed (Chair)