

## Rotherham Allotments Alliance

# Board Meeting No.22

**Meeting Date:** Monday 17<sup>th</sup> February 2020

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

**Meeting Called By:** Councillor Brian Steele

**Chair:** Councillor Brian Steele

**Secretary:** Jack Taylor (Minutes Donna Bushby)

**Present:** Directors: - Al Dean, Mike Farrell, John Palmer, Councillor Brian Steele, Mohammed Suleman, Councillor Emma Hoddinott. Allotment Support Administrator – Donna Bushby

**Apologies:** Jack Taylor, Tim Archer, Andy Lee

### **040/02/20      Declarations of Interest**

**040.1/02/20** – BS – website – is it up and running yet? DB advised that she had been in contact with Bob and is currently working through adding the content – advised that all individual sites need adding and that it is taking a lot of work getting the information on the site. Will hopefully be complete by the end of the week. Need more images to put on it. Have been sent some by MF and JT and also taken some at a site visit to Clifton. JP asked what the fee to Bob includes if DB is doing the website herself. BS advised that he had done all the set up for it.

### **041/02/20      Minutes of Board Meeting No 21 held on Monday 3<sup>rd</sup> February 2020**

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

### **042/02/20      Matters arising**

**042.1/02/20** – JP asked if the signage had been decided. DB has got a quote for vinyl stickers. It was decided that direct managed sites should be concentrated on. DB to get proofs made.

**042.2/02/20** – AL brought up an issue regarding security on sites

**042.3/02/20** – JP asked regarding the water charges that TA was going to supply. Not been received so need chasing.

**042.4/02/20** – AL asked regarding the money that needs to be transferred from Andy Lee. This had not yet been done. DB to email Andy Lee.

**042.5/02/20** – AL asked how we access the £100k. It was discussed that the money isn't just given. It has to be applied for to the council. JP stated that it is to be spent on capital only which means that it may not be allowed to be used for things such as repairs.

**042.6/02/20** – EH asked she if she needed to pay for her membership? Discussion took place regarding the terms of membership, shares and the constitution. It was stated that the £3 figure includes the share plus an admin fee. It was then discussed that any monies obtained as shares need to be separated from income and kept. Tenants will only pay the share in their first year. New tenants will pay the share when they sign up. It was then discussed about directors becoming automatic members so therefore not needing to pay?

**042.7/02/20** – AL - John Callaghan from Hartley Lane was interested in becoming a director. How would he do this? Better to wait until AGM? It was agreed that he would need to write to the board to propose his interest then it become an agenda item and a vote made on it. Need a form producing to be filled in.

**042.8/02/20** – AL asked if there is any duplication with any of the systems the Alliance is using – Colony and Quickbooks. BS stated that Colony is used for the allotment data and invoicing and Quickbooks for the accounting activity and it is recognized by Inland Revenue. DB stated that Quickbooks could be used for invoicing but it would mean having to input all the tenants details into the system.

#### **043/02/20 - Transfer and Transitional arrangements RMBC to RAA (including SLA)**

**043.1/02/20** – the SLA was forwarded to everyone by BS. JP expressed his concern how it can be interpreted by officers as it could be said that RMBC has not achieved themselves what is listed in the SLA.

**043.2/02/20** – MS asked regarding building maintenance – should the RAA be responsible for society buildings? Societies should be maintaining their own.

**043.3/02/20** – BS said that the SLA is accepted but he would need to write to Andy Lee to express concerns regarding condition of the sites.

**043.4/02/20** – MS asked regarding the audit of accounts, costs relating to admin and also how complaints will be managed – who is responsible for damage etc? it was then discussed regarding the boundary of Clifton site where there is a dyke that floods the plots and also the houses – who does it belong to? Who is liable?

**043.5/02/20** – questioned why TA and AL not at this meeting. BS stated that they both have other jobs to attend to as a priority, i.e. flood warnings in area.

#### **044/02/20 - Financial Matters**

**044.1/02/20 - Financial Statement** – last statement (2) dated 31<sup>st</sup> January 2020. No change apart from the new mobile phone contract being set up (£28 per month)

**044.2/02/20** – questioned asked regarding the PO Box. Only 1 person (AL) has access at the moment. BS stated that DB should also have access as administrator. AL to sort.

**044.3/02/20 – Insurance** – 2 quotes have been obtained from Shield and Marsh. Shield is £355 for public liability only. There is a further discount for members of the NAS. Marsh has varying degrees of what is included ranging from basic at £2k and everything at £12k. MF said it needed a decision on if the RAA is paying for everything. If this is the case then BS said that this cost has to go on rents. JP then referred back to the Heads of Terms conditions and the Society lease document regarding maintenance of buildings. Do the RAA insure buildings? After the vote, Chair used his casting vote to say we are responsible for the buildings. Need to get values of existing buildings.

#### **045/02/20 – New leases to existing Societies and new Societies**

**045.1/02/20** – JP brought up the issue of the possible change to the lease regarding the RAA needing to pre-arrange access to society sites. It was discussed regarding the rights of the tenant to not have someone go on their plot without the plot holder's permission. BS put it to a vote which was cast as keeping the term of the lease the same. JP also questioned whether the RAA can actually set up new societies with new leases even though the leases have not been agreed between the RAA and RMBC.

#### **046/02/20 – Business Plan**

**046.1/02/20** – a copy of the latest business plan and the discussion paper prepared by JP was sent to everyone for them to read and make notes on. It became evident that not all members had done this. Started to go through some of the points:

**2:** amend to just 'Services'

**2.1:** all sites

**2.2:** keep same

**2.3:** keep same

**2.4:** service satisfaction – the points are listed but how is this actually going to be measured?

If anyone asks how the aims are going to be achieved, the Board need to decide how which needs to be stated in the business plan. Possibly look at number of complaints? It was decided that a Survey Monkey online survey could be created and sent to members – do it in December 2020.

**046.2/02/20** – discussion then went on regarding the changes to the other points – as some had not read it, they couldn't give their opinion and each point needed discussion/input from everyone. MS asked regarding the availability of the business plan to people other than board members. BS explained that as a Community Benefit Society, the shareholders have a right to see such documents as it is part of how it is going to operate. It was discussed that it was the Board's responsibility to have an up to date business plan.

**046.3/02/20** – JP stated that the main issue with the current business plan is the lack of financial information – it needs to include financial projections of income and costs. DB to create an expenditure sheet and projected income from rents.

**046.4/02/20** – it was decided that BS / JP / DB will meet to go through the Business Plan to present to the other board members

**047/02/20 – Repairs and Maintenance**

Hartley Lane roof needs repairing due to storm damage. DB has emailed the handyman contact for a quote.

**048/02/20 – Colony Training**

It was agreed that we would have the online training, rather than someone come from Colony to us. DB has emailed to asked for availability of this. Decided that board members would attend a basic usage session and then DB plus 1 or 2 other board members will do a session on invoicing and mailmerging.

**049/02/20 – £100K grant**

BS needs to ask AL a number of questions such as up to date site information and what the funding can be spent on – just capital? BS to get this clarified with AL.

**050/02/20 - AGM**

**050.1/02/20** -agenda items:

1. Director’s report / Report from Board (from Chair) – last 12 month’s business – set up and progress
2. Accounts / Treasurer report
3. Election of directors – all stand down automatically and re-elected. Any potential new directors need to give 2 weeks prior notice of intention
4. Lay auditors
5. Any other business – attendees must submit questions 2 weeks prior for resolution – no other items will be discussed on the day

**050.2/02/20** – Meeting needs to be added in ‘Public Notices’ in Advertiser to advertise

**050.3/02/20** – also to be included on letter when invoices go out in March (one month notice)

**051/02/20 - Agenda items for the next meetings.**

**2<sup>nd</sup> March 2020**

- **Administrators report / issues arisen**
- **Transfer and Transitional arrangements RMBC to RAA (including SLA)**
- **Financial Matters**
  - Treasurers financial statement and report.
  - Insurance quotations. (Treasurer and Assistant)
- **Outcome of Society meeting (25.2.20)**
- **Business Plan**

**052/02/20 - Date and Time of Next Meetings. (Meetings will be cancelled if not required).**

All in the Garden Room, Clifton Park at 2.00pm

**Monday 2<sup>nd</sup> March 2020**

**Monday 16<sup>th</sup> March 2020**

**Monday 30<sup>th</sup> March 2020**



Signed ..... (Chair)