

Rotherham Allotments Alliance

Board Meeting No.3

Meeting Date: 13/05/2019

Meeting Time: 2.05pm

Meeting Location: Garden House, Clifton Park, Rotherham

Meeting Called By: Councillor Brian Steele

Chair: Councillor Brian Steele

Secretary: Jack Taylor

Present: John Palmer, Mike Farrell, Al Dean, Brian Steele, Jack Taylor, Rob Slow, Andy Lee, Tim Archer,
Phil Gill, Emma Hoddinott.

Apologies: John Kirk

Agenda Topics

- **Minutes of previous meetings (29/04/19)** • **Action Plan Update**
- **Matters Arising (not on Agenda)** • **Agenda Items for Next Meeting**
- **Staffing Arrangements** • **Any Other Business**
- **Set up costs before 1/1/20** • **Date of Next Meeting**

Important Discussion Points

1. Minutes of previous meetings.

Approval of the minutes of last meeting (29/04/19) moved MF seconded JP. Approval carried.

2. Matters Arising

MF - Asked for approval for Tony Urwin (NAS) to speak at next meeting, this was approved and was invited to stay throughout the meeting. File Ref 3/14

EH - Clarification that the Capital can be rolled over needs to go back to the council for approval.

AL - Looking at £30K this year £70K next. But still needs council approval.

BS - Attended a meeting with tenants at Scrooby St site. Concerns from them over transfer of data, and payment methods.

PG - Meeting with Liz Hollingworth from Estates, she has contacted JT and BS to arrange a meeting to negotiate key terms by July, and finalised in principal by 1st Jan. 2020. Signing of Lease 1st

April 2020.

File Ref 3/15

JP - Concerned about who is responsible from 1st Jan to 1st July, Council or Alliance.

RS - We need to agree not to take responsibility until sites are signed over.

BS - We will discuss this at our meeting with LH that we are working towards a 1st Jan. signing of Leases and the council needs to be aware of this.

Discussion around problem sites and existing boundaries. Psalters Lane and High Street were the two that raised most questions should they be taken on by the Alliance with existing boundaries or changed.

BS - Having visited both sites felt High Street had potential Psalters Lane did not, and recommend part of Psalters Lane should not be taken on by the Alliance.

MF - At present Psalters Lane has its problems but in the future may become an asset and should be kept.

PG - Alliance could in the future secure funding to renovate Psalters Lane.

TA - Explained problems with Psalters Lane using maps.

BS - Put it to the vote that “It was in the best interest of the Alliance that one side of Psalters Lane should not be taken on.”

JT - Seconded the motion.

The motion was carried.

File Ref 3/16

3. Staffing Arrangements

EH - Reported back on staffing options for the Alliance. See attached report.

JP - Not yet discussed the role of the Administrator, and needed time to read the report thoroughly.

BS - On next weeks agenda.

TA - To supply pay structure for current operative.

JP RS - Green Spaces currently cuts the grass and trims hedges, could a private contractor do it cheaper?

BS - On next weeks agenda.

BS RS - Thanked EH for her input.

4 Set-up Costs before 1/1/20

AD RS JP - Met last week to discuss costs.

RS - Maintenance Person from 1/1/20 and Admin Person from Nov 2019 (dependent upon funds available to pay salary).

Costs

- Advertising
- NAS Membership
- Publicity Rotherham Show
- Consultation and contact with existing tenants
- Mail drop
- Salaries (Jan. March)
- Colony
- Web Site
- Legal Costs

AL - Legal costs paid by Council, 25% of current

Allotment budget will be passed to Alliance.

TA - Colony VI is paid for, from today until May

2020.

AL - Finance will need a spreadsheet of expenses.

BS - Can all the information be put on a spreadsheet for next meeting.

RS - Yes.

AD - VAT is a complicated and confusing issue and needs expert input.

BS - PG to look into VAT exemptions for next meeting.

5. Action Plan Update

PG - Action Plan confirmed that the Action Plan had been updated and circulated immediately prior to this meeting, and will be updated again prior to the next meeting.

EH - 21st May meeting to discuss Web Site, Branding etc. report back next meeting.

BS - Unable to launch until after EU elections.

TA - Pilot surveys ongoing

RS - Is it possible to add Alliance progress to rent invoice letter?

BS - TA to look into possibility of adding update to invoice.

PG - To look into this.

BS - We also need to talk to Society Secretaries to get details of plot holders for input into Colony.

6. Agenda Items fo next Meeting.

MF - Tony Urwin.

BS - Staffing set-up costs

Action Plan Update

Leases

Draft Service letter agreement

Communications, Branding Launching

7. Any Other Business

AD - Bank account, do all Directors have to be registered at Companies House?

PG - Will check

BS - Do we need a Vice Chair? *A discussion was held which decided we did. JP was proposed and seconded and elected unopposed* File Ref 3/17

AL - The Garden House, Clifton Park, Rotherham the room is now booked on a rolling program every two weeks. File Ref 3/18

8. Date and Time of Next Meetings

3rd June 2019 at 2.05pm (apologies EH, MF)

17th June 2019 at 2.05pm (apologies EH)



Signed (Chair)