

# Rotherham Allotments Alliance

## Board Meeting No.4

**Meeting Date:** 3/06/2019

**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, Al Dean, Brian Steele, Jack Taylor, Rob Slow, Tony Urwin.<sup>[SEP]</sup>

**Apologies:** Phil Gill, Mike Farrell, Emma Hoddinott, Andy Lee, Tim Archer.

### Agenda Topics

- Minutes of previous meetings (13/05/19)
- Matters Arising (not on Agenda)
- Guest Speaker Tony Urwin (NAS)
- Set up costs before 1/1/20
- Update on Leases Agreements (BS JT)
- Communications, Branding, Launching
- Update Action Plan
- Agenda Items for Next Meeting
- Any Other Business
- Date of Next Meeting

### Important Discussion Points

#### 1. Minutes of previous meetings.

Moved (JP) as a true record of last meeting (13/05/19) seconded BS. Approval carried.

#### 2. Matters Arising

RS - Not clear yet if the £100K is to be rolled over for two years.

*BS - This needs to go through cabinet and has not been yet.*

JP / RS - If possible both would prefer it to be rolled over from April 2020 to April 2022

RS - Has the additional wording been added to the rent letter for managed sites?

*BS - Wording has been approved and I believe the letters have been sent.*

File Ref 4/19

#### 2. Guest Speaker Tony Urwin (NAS)

TU - Spoke about his role and the support that could be offered by the NAS.

BS - Wanted to know specifically if we needed legal support particularly around signing leases.

JP - We are looking to become affiliate members when funds become available. As members would legal advice be available from the NAS?

*TU - Clarity needed on the type of advice and it would depend on time scale and workload at the time.*

*JT - To email TU with questions;*

- *Legal advice*
- *Cost of membership*
- *Advantages of membership*

### **3. Leases**

BS - Reported back on meeting discussing leases. ( Brian Steele, Jack Taylor, Andy Lee, Damien Johnson, Liz Kemp, Phil Gill. Main points;

- *Timescale for transfer of allotments to Alliance confirmed as 1/1/20. Any issues arising might mean final survey drawings not completely then.*
- *If this happens then there is the option to sign the lease agreement at the start of January but with the accompanying site plans marked up as "For Identification Only", pending finalisation of the plans as soon as possible by April 2020.*
- *This would allow the Alliance to take responsibility for the sites but that the lease could not be registered by the Land Registry until the final plans have been submitted.*
- *BS stated that the Alliance does not wish to lease part of Psalters Lane allotments which are not fit for letting and subject to regular fly tipping.*
- *A 99 year lease is proposed*
- *Head lease to be drafted by council.*
- *Agreed that there should be regular progress meetings (bi-monthly) plus additional meetings as required to progress specific points. BS asked that he JT and AL be invited to these meetings.*

Issues arising from report:

RS - Head lease and sub leases that go to societies. Who will write them up?

*BS - Council will write them up.*

BS - By paying the rent plot holders agree to transfer of data to Alliance.

JP - Does the council have an asset register of what they are responsible for on sites (fences, gates, sheds, etc.), if so are they insured? Do we need to look at insurance cover?

### **4. Set up Costs.**

JP - Reported back on Financial Projections. See attached report.

Issues arising from report:

BS - Laptops: when are we going to get them and what software will be on them?

BS - ICR: is this one payment or is this for each individual?

BS - Can the Capital (£100K) be used towards set up costs, eg. Colony training?

JP - Need to look into VAT exemption for charitable organisations.

JP - TA to give us some measure of what work needs doing on sites (grass cutting/hedge trimming).

BS - The Board has agreed the report in principal. Its recommendations are that the report is sent to officers on the Board (PG, AL) for their support and then sent to the appropriate officers of the council.

File Ref 4/20

JP - Discussion around salaries and the low hourly rates and quality of applicant this would attract.

### **5. Communications, Branding, Launching.**

BS - To draft a letter to all Society Secretaries informing them of where we are, what we are doing and that we are still on track for 1/1/20.

BS - To arrange a meeting with EH to discuss branding.

BS - If we are having a place in the Rotherham show, we will need publicity photographs.

JP - We need to launch sooner rather than later, if we launch at the Rotherham show we need to have in place:

- Contact phone numbers, therefore mobile phones need purchasing.
- Web page and email address.
- PO address.
- Flyers.

All these are dependent on receiving cash input from the council.

### **6. Action Plan Update.**

JP - The model Standing Orders require reviewing to see what is relevant for the Alliance.

JP/BS - To look at Standing Orders.

JP - Financial regulation model, can PG get a model financial regulations document from local government association for next meeting?

BS - Conflict of Interest forms approved by the Board.

File Ref 4/21

### **7. Agenda Items fo next Meeting.** Financial Regulations model

### **8. Any Other Business.**

BS - Email from JT concerning an extended stay in Australia and the disruption it could cause with the position he has on the Board.


JP - Would be happy to take on the recording the minutes until JT returns.

RS - Volunteered to substitute at meetings eg. Leases.

AD - Bank Account will be open in ten working days, but we need a cash deposit.

### **8. Date and Time of Next Meetings**

17<sup>th</sup> June 2019 at 2.05pm (apologies EH)

Signed .....  ..... (Chair)