

Rotherham Allotments Alliance

Board Meeting No.5

Meeting Date: 17/06/2019

Meeting Time: 2.05pm

Meeting Location: Garden House, Clifton Park, Rotherham.

Meeting Called By: Councillor Brian Steele

Chair: John Palmer

Secretary: Jack Taylor

Present: John Palmer, Al Dean, Jack Taylor, Rob Slow, Mike Farrell, Phil Gill, Andy Lee, Mohammad Suleman.^[1]_[SEP]

Apologies: Emma Hoddinott, Brian Steele, Tim Archer.

Agenda Topics

1. Declaration of Interests by any board member
2. Minutes of previous meetings (3/06/2019)
3. Matters arising (not on Agenda)
4. Officers to report on any progress
5. Further discussion and clarification on insurance implications for RAA
6. Progress report on information from NAS
7. Financial update
8. Update Action Plan
9. Agenda items for next meeting
10. Any Other Business
11. Date of Next Meeting

Important Discussion Points

1. Declaration of interests.

There were no declarations of interest.

2. Minutes of previous meetings.

Moved by RS as a true record of last meeting (3/06/2019), seconded by AD. Approval carried.

3. Matters arising

RS - Have BS and EH discussed extending the time the Capital (£100K) can be spent over?

AL - The last information from BS was for it to be spent over

2years

JP - If possible the board would prefer an extension to 2022.

AL - Believed there would be no problem with this, but it needs to go through Finance.

JP - It would be helpful to receive support from BS and EH for an extension of funding availability to 2022 so that officers can pursue that.

File Ref 5/22

JP - Would it be possible to use the Capital to fund training for Colony?

AL - The Council will fund the Colony training.

RS - Have letters to managed sites gone out yet?

AL - Not yet but by the end of the week.

PG - has requested an update from IT regarding the process for supplying laptops but has not had a response yet., The laptops will have Windows operating system but no other software applications.

JP - It is still unclear what our position regarding VAT is. If the Alliance is not exempt it will have a big impact on costs.

AL - To investigate Streetpride's scheduling and quantify the extent of their work on sites.

File Ref 5/23

AD - The Bank have come back with a number of questions about the account. AD will contact the bank to try to answer them.

4. Officers to report on any progress.

PG - Recommended that officers make contact with Asset Management regularly to check the work on the Leases (surveying etc) is on track, and to report back the future Board meetings.

AL - The council insurance covers public liability. For buildings etc the council has insurance cover for fire, arson and terrorism.

5. Further discussion and clarification on insurance implications for RAA.

PG - Need a discussion around what needs insuring and start an inventory on liabilities. Suggested using Allotment Site Audit Results July 2018.

File Ref 5/24

6. Progress Report on information from NAS.

JT - Emailed Tony Urwin 5/6/2019 with the following enquiries;

- *Can you provide legal advice on leases and tenancy agreements?*
 - *What is the cost of membership?*
 - *What are the benefits of being a member?*

JT - Received an email back 12/6/2019 our enquiry had been passed on to Liz Bunting at Head Office. PG noted that he had previously been advised by NAS that they provide legal advice freely to their members.

Post Meeting Note. PG unable to find written confirmation of this from NAS.

7. Financial Update.

JP - Asked for the thoughts of the Officers on the five recommendations approved by the board at our last meeting.

AL - Instead of a PO box we could use Garden House.

JP - Using a PO box would allow mail to be forwarded to any address.

AL - Any expenses incurred will be paid by the council.

AL - Email to AL with details of costs and who to pay and the council will pay the bill. (Any problems they will get back to us).

File Ref 5/25

PG - At the moment it is unknown whether the council can enter into a SLA with the Alliance for supply of administrative staff, as it depends on workloads and availability.

RS - As this is an important factor in our planning how can we find out if it is possible?

AL - To discuss with the manager of the Admin Team the possibility of providing a person for the Alliance through a SLA. To report back at the next meeting.

File Ref 5/26

JP - Item 4 in the report, the formation of new societies. How do we intend to go about this?

RS - A volunteer on his site was having great success at filling vacant sites using social media. Could this be extended to other sites?

AL - Data protection was an issue if contact details were to be passed on.

PG - Posters could be used on managed sites to promote formation of societies.

MF- Has experience of speaking to sites about becoming societies.

JP - MF to come to next meeting with proposals on how to encourage and support formation of new site societies.

MF - I will be happy to do that.

JP - Introduced a draft letter from BS to go to society secretaries keeping them informed of the progress the Alliance was making, and advising that it is proposed to hold a workshop session with secretaries later this summer. The committee was happy to endorse the letter, subject to some minor amendments that PG will incorporate into the letter.

File Ref 5/27 PG - To ask BS if he wants the letter to be sent in his absence, and whether it should go on Council letterhead. Contact numbers for JT and MF to be added.

8. Action Plan Update.

PG - Action Plan was reviewed and updates were agreed by Directors. PG to supply amended version to JT for distribution with minutes.

9. Agenda Items for next Meeting.

EH - Skills audit for next meeting.

RS - Develop a longer-term Action Plan.

AL - Quantify Streetpride's work on sites.

AL - Update on surveying work on sites (leases).

AI - Discuss possibility of SLA with manager of Admin Team.

MF - Proposals on moving managed sites into societies.

10. Any Other Business.

MF - Contacted MCPC systems (Colony) about sponsorship, would the committee like him to continue with this enquiry?

AD - Proposed the Board go forward with this enquiry, MS seconded the proposal, the board carried the proposal.

File Ref 5/2

PG - Informed us of the death of A J Heeson chairman of NAS. The Board would like to express our gratitude for his help and assistance in setting up the Alliance and send our sincere condolences to his family.

File Ref 5/29

JP - The Chairman and Board Members would like to express their best wishes and sincere appreciation to Phil on his retirement. His dedication, patience, and expertise have enabled the Alliance to be in a position to take on the responsibility of managing the project. Hopefully we will see him return to the Board in another capacity to continue to guide and contribute to the Alliance's success.

File Ref 5/30

11. Date and Time of Next Meetings

1st July 2019 at 2.05pm (apologies JT)



Signed (Chair)