

Rotherham Allotments Alliance

Board Meeting No.6

Meeting Date: Monday 1st July 2019

Meeting Time: 2.05pm

Meeting Location: Garden House, Clifton Park, Rotherham.

Meeting Called By: Councillor Brian Steele

Chair: Councillor Brian Steele

Secretary: (Minutes) John Palmer

Present: Directors: - Al Dean, Mike Farrell, Councillor Emma Hoddinott, John Palmer, Rob Slow, Councillor Brian Steele, Mohammad Suleman.
RMBC Officers – Andy Lee, Tim Archer.

Apologies: Jack Taylor.

1. Declaration of interests by any board member.

There were no declarations of interest.

2. Minutes of Board Meeting No 5 held on Monday 17th June 2019.

Agreed as a true record and duly signed by the Chairman.

3. Matters arising

- a) RS – requested an update on the Capital (£100K) arrangement for spending during forthcoming years? **AL – Advised that arrangements were being made for the amount to be spread over current and 2020/21 financial years. It was noted that application could be made during 2020/21 financial year to carry over to 2021/22, however, that decision would be made by the Council at that time and in be dependent on the situation at that time and approval could not be guaranteed. File ref 6/31 (5/22)**
- b) RS – raised insurance and RMBC allotment asset register. **AL – referred to the ‘Allotment site audit results’ which formed part of the ‘Allotments Self-management’ Report (9th July 2018) which contained this information. He agreed to circulate electronic copy to all directors.**
- c) Chairman advised that letters to all society managed sites had now been dispatched. He was planning to hold a meeting of representatives of these sites in the Town Hall on a forthcoming evening. He would advise further when a date had been arranged.

4. Skills Audit

It was recognized that there was a need for a ‘skills audit’ of Directors, as detailed in the action plan. **It was agreed that EH would source a suitable audit paper for each director to complete. File Ref 6/32**

5. Develop a longer term Action Plan

RS – outlined his proposal to extend the ‘action plan’ to cover-

- **Now to end of December 2019.**
- **January 2020 to end of March 2020**
- **April 2020 to end of December 2020**

- **RAA financial year 2021.**

Discussion of these proposals took place and it was agreed that RS would present further information for consideration at the next meeting. File Ref 6/33

MF raised the issue of current non-used statutory allotment land and questioned future policy on its status. **AL – explained that RMBC was the legal statutory body for allotment provision and as such any future change of use for such land would have to be dealt with as detailed in the statute. RAA would be able to put forward its comments to such plans and make bids for investment in current or new sites from sale of any such sites if this was to take place. If a future need for additional allotment land was determined by RAA application would have to be made to the Authority in the first instance. File ref 6/34**

6. Quantify Streetpride’s work on sites.

AL presented a spreadsheet listing all work carried out by Streetpride on allotment sites throughout the borough. AL agreed to forward an electronic copy to all Directors (hard copy to secretary).

7. Update on surveying work on sites (leases).

Discussion took place on the current position on preparing the lease between the RAA and the Council. This work would entail site visits to determine boundaries etc. It is the intention to have everything ready for completion before the end of 2019 to allow RAA to take responsibility in 2020. Registration of the leases with the Land Registry may run into 2020 but this should not prejudice the RAA. **It was agreed that a representative of the Estates Department would be invited to attend the next board meeting to report on progress and detail the timeline for completion. File ref 6/35**

8. Discuss possibility of SLA with manager of Admin Team.

Detailed discussion took place on the methods of providing administrative support to the RAA for the 2020 period to provide a seamless transition and maintain the status quo during this period to allow the RAA to determine its future requirement for administrative support which would be dependent on how many currently directly managed sites become self-managed (see File Ref 6/37 below). **It was agreed that EH/AL would report back to the next meeting of the Board on this matter. File Ref 6/36**

9. Proposals on moving managed sites into societies.

MF – outlined the benefits of sites becoming self-managed and his views on how to achieve this. Small sites could become ‘satellite’ sites attached to nearby larger sites, with representation on the committees of the larger sites. He would like to approach interested individuals on sites to progress the establishment of new societies. **It was agreed that MF would spearhead this approach liaising with AL/TA to gain access to contact details of interested allotment holders on directly managed site. File Ref 6/37**

10. Agenda items for the next meeting.

- **Leases**
- **Staffing/SLA**
- **Communication and Branding RAA**
- **Standing Orders**
- **Directors Skills Audit**
- **Long Term Action Plan**

For August Meeting

- **Consider methods of RAA receiving rental payments.**

11. Any Other Business.

Treasurer reported that Bank Account approval was in hand and formal approval was expected in the near future.

AL – reported that he had reached agreement with Financial Services to transfer to the RAA account the sum of £1000.00 (The end of year projection – less Colony Training and rounded up – File Ref 4/20). He also advised that a figure of £15181.00 would be made available to the RAA on the 1/1/20 for the remainder of the current financial year.

TA – reported that he had been in touch with MCPC concerning email forwarding. This could be completed as part of the website development if on a similar format to the York Model. MCPC were to forward a cost for the web-site development. MF advised that he had made further contact with MCPC with regard to sponsorship in line with **File Ref 5/28**.

12. Date and Time of Next Meeting.

Monday 15th July 2019 at 2.05pm



Signed (Chair)