

Rotherham Allotments Alliance

Board Meeting No.8

Meeting Date: Monday 29th 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, John Palmer, Rob Slow, Councillor Brian Steele, Mohammad Suleman.

RMBC Officers – Andy Lee, Tim Archer, Damian Johnson - Asset Management (Estates).

Apologies: Councillor Emma Hoddinott, Jack Taylor.

1. Declaration of interests by any board member.

There were no declarations of interest.

2. Minutes of Board Meeting No 7 held on Monday 15th July 2019.

Agreed as a true record, with addition of 3a below, and duly signed by the Chairman.

3. Matters arising

- a) Addition to minute 5 Staffing – Board Meeting No 7 – should mention that Directors could participate in interview procedures.
- b) Request for MF to report on progress with directly managed sites forming societies to manage sites. Dealt with under item 6 below.

4. Leases

Chairman thanked Damian Johnson from RMBC Asset Management (Estates) for his attendance.

Discussions took place on the items raised in the previously circulated report with regard to the draft 'Heads of Terms' in relation to the Lease between the Council and RAA for all allotment sites society managed, directly managed and three grazing sites. Concerns raised referred to sections – **4; 9; 10; 13; 14; 16; 17; 22; and the site plans.**

Mr Johnson agreed to amend the 'Heads of Terms' as circulated to take account of the points raised and all RMBC Officers agreed to give consideration to the SLA referred to in the document which will include (for example) details pertaining to expectations, schedule of permanent buildings, regulations relating to livestock and temporary buildings.

It was noted that site plans were still being amended and produced in a form that will satisfy Land Registry submission. Approximately half of the site plans still needed upgrading. All those completed at time of final lease would be included with remainder to follow ASAP.

As soon as amended 'Heads of Terms' received by Chairman they would be circulated to Directors for further consideration at the next meeting following receipt. **File Ref 8/48**

5. Skills Audit

In pursuance of File Ref 6/32 a previously circulated 'Directors Skills Audit' prepared by EH was considered.

It was agreed that this would be completed by all Directors and returned for the next meeting. File Ref 8/49

6. Long term Action Plan

In pursuance of File Ref 6/33 RS outlined his proposals detailed in a previously circulated report 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 certain sections of the report took place. Uncertainties relating to staffing, VAT, insurance liabilities, funding and cash flow concerns were highlighted. Further areas of the report were 'left on the table' at this stage.

MF advised on progress with directly managed sites forming societies – four sites were showing various degrees of progress and support for forming societies – Barnsley Road/Wet Moor Lane Wath (Joint Society) – Vicarage Field Rawmarsh and Avenue Road Wath. MF detailed some of the concerns and lack of knowledge of the working of the RAA that was being raised with him. Highlighting the need to get the web-site up and running as soon as possible, so that information could be posted along with copies of Board Meeting minutes etc. **Chairman agreed to speak to EH on this matter. File Ref 8/50**

7. Agenda items for the next meeting.

- **Leases – 'Heads of Terms' and Sub Leases to Societies.**
- **Directors Skills Audit**
- **Long Term Action Plan?**
- **Financial issues –**
 - **Consider methods of RAA receiving rental payments and other income.**
 - **Financial Regulations**
 - **Preparation of detailed budgets and cash flow projections for 2020 and 2012.**
- **Membership of NAS (MF) and update on progress with formation of new societies.**
- **Web-site Content**
- **Update Start Up Action Plan**

8. Officer Reports

- AD reported that bank account number had now been confirmed. AL to determine finance to open account.
- AL presented mobile phone that would become contact number for RAA – **00714300334**. JP took possession in absence of secretary. Phone would be activated but turned off until number publicized.
- AL chasing up laptop provision.

8. Date and Time of Next Meetings.

Monday 12th August 2019 at 2.00pm

(26th August Cancelled)

2nd September 2019 at 2.00pm Special Meeting on Staffing.

9th September 2019 at 2.00pm



Signed (Chair)