

## Rotherham Allotments Alliance

# Board Meeting No.9

**Meeting Date:** Monday 12<sup>th</sup> August 2019 at 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, Councillor Brian Steele, Mohammad Suleman.  
RMBC Officer – Andy Lee.

**Apologies:** Councillor Emma Hoddinott, Jack Taylor. (RMBC Officer – Tim Archer).

### **1. Declaration of interests by any board member.**

There were no declarations of interest.

### **2. Minutes of Board Meeting No 8 held on Monday 29<sup>th</sup> July 2019.**

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

### **3. Matters arising**

Chairman advised on receipt of resignation letter from Rob Slow (dated 5/8/19). He advised he would be writing to thank Mr. Slow for his participation. **File Ref 9/51**

### **4. Leases**

Consideration was given to amended 'Heads of Terms' circulated by the Chairman (12/8/19) in relation to the Lease between the Council and RAA for all allotment sites society managed, directly managed and three grazing sites. The concerns previously raised referred to in sections – 4; 9; 10; 13; 14; 16; 17; 22; - (File Ref 8/48 refers) – have now been revised. MF also advised on email comments of the original draft 'H of T' from the NAS. They raised similar concerns to those already listed. **It was agreed that the revised 'Heads of Terms' dated the 9<sup>th</sup> August 2019 were acceptable and would be prepared for signature by the Chairman, Treasurer and Assistant Secretary at the next meeting.**

AL advised that Claypit Lane, Rawmarsh should not be included in the lease (very small unused site). He also advised that Sandymount Road, Wath could not be included the site being owned by the Fitzwilliam Wentworth Estates and leased to the Council. It was thought that the best way forward would be for the RAA to lease the land directly from Wentworth Fitzwilliam Estates.

It was also agreed that MF would obtain if possible model lease agreements from NAS

**File ref 9/52**

### **5. Directors Skills Audit**

In pursuance of File Ref 6/32 and File Ref 8/49 a previously circulated 'Directors Skills Audit' prepared by EH was further considered. Concerns being raised over completing section two. It was agreed that MS would provide information of alternative options to the Chairman who would discuss further with EH. **File Ref 9/53**

### **6. Long term Action Plan**

VAT implications were considered and it was agreed that AD would arrange a meeting with Brearley and CO auditors to seek advice with regard to HMRC registration and VAT implications for RAA.

MS suggested that the long term action plan should be within the overall business plan of the RAA. **File Ref 9/54**

## **7. Financial Issues –**

- a) Methods of RAA receiving rental payments and other income**
- b) Financial Regulations**
- c) Preparation of detailed budgets and cash flow projections for 2020 and 2021.**

Discussions took place on these three items. AD and MS to consider method of preparing budgets and cash flow projections for 2020 and 2021. It was agreed that the Treasurer would present a report to the 9<sup>th</sup> September Board meeting. **File ref 9/55**

## **8. Membership of NAS and progress with formation of new societies**

MF advised that RAA could join NAS for an introductory period for £30.00 (equivalent to 10 individual society fees @£3.00). He also detailed the benefits if all future shareholders of RAA became members of NAS.

**It was agreed that the introductory offer should be accepted and the decision on all shareholders becoming members be a matter for consideration for the AGM. File ref 9/56**

MF reported that Avenue Road Wath were progressing in the formation of a society following recent meetings. He had been in contact with Rectory Fields Rawmarsh not positive at this time. MF also advised of his attendance at a forthcoming meeting of the Yorkshire Area NAS. He agreed to seek a representative of the York Allotments CIO to attend a future Board meeting.

## **9. Web-site Content**

JP outlined previously circulated details of possible web-site content. MS added that the RAA mission statement should also be included. **Chairman agreed to forward to EH. File reference 9/57**

## **10. Update Start up Action Plan**

Agreed to be considered at the 9<sup>th</sup> September Board meeting.

## **11. Agenda items for the next meetings.**

### **2<sup>th</sup> September**

- Staffing
- Leases – ‘Heads of Terms’ and Sub Leases to Societies.
- Recruitment of new directors.
- Directors Skills Audit
- MF update on new society formation

### **9<sup>th</sup> September**

- Treasurer to present report on financial issues –
  - Methods of RAA receiving rental payments and other income.
  - Financial Regulations
  - Preparation of detailed budgets and cash flow projections for 2020 and 2012.
- Web-site Content
- Update Start Up Action Plan
- MF update on new society formation and possible York Allotment CIO representative to attend.
- Report of meeting with society representatives (3/9/19).

### **24<sup>th</sup> September**

- RAA Policy requirements.

**12. Date and Time of Next Meetings.**

2<sup>nd</sup> September 2019 at 2.05pm Special Meeting on Staffing.

3<sup>rd</sup> September 2019 at 4.00pm – Chairman to meet with Society representatives.

9<sup>th</sup> September 2019 at 2.05pm

23<sup>rd</sup> September 2019 at 2.05pm



Signed ..... (Chair)