

## Rotherham Allotments Alliance

# Board Meeting No.28

**Meeting Date:** Monday 22<sup>nd</sup> June 2020

**Meeting Location:** Online: Zoom

**Meeting Called By:** Councillor Brian Steele

**Chair:** Councillor Brian Steele

**Secretary:** Jack Taylor (Minutes Donna Bushby)

**Present:** Directors: - Al Dean, John Palmer, Councillor Brian Steel, Mike Farrell, Mohammed Suleman, Jack Taylor, Mick Hirst, John Callaghan. Allotment Support Administrator – Donna Bushby, Andy Lee (for RMBC)

**Apologies:** Emma Hoddinott

**095/06/20 Declaration of Interest**

None declared. BS is going to circulate a document regarding declarations of interest. Any directors with an interest on a particular site should leave the meeting if their site is being discussed then return once the discussion has ended.

**096/06/20 Matters Arising**

JP asked regarding decision on Sandymount following an email received from Wentworth Estates regarding dumped rubbish/asbestos. Need to give RMBC a decision on if the RAA is taking it over. MH has visited it recently and a number of plots are unoccupied and the site is not secure. A vote was conducted and agreed that the RAA would not take the site on for now but would offer support to the society if they needed it.

**097/06/20 Minutes of Board Meeting 27 held 8<sup>th</sup> June 2020**

The minutes were agreed a true record and duly signed by the Chairman (electronically).

**098/06/20 Administrator's Report**

- 098.1/06/20** Report was circulated to directors prior to the meeting. Main points regarding requests for skips/grass/hedge cutting and quotes obtained for work to be done.
- 098.2/06/20** Requested laminator to make signs for gates. AD advised he has one so DB to send signs over to be printed and laminated.
- 098.3/06/20** Quotes for work to be completed – to be sent to AL. Discussed regarding all items to go through AL because he is in charge of the budget.

**099/06/20 Transfer and Transitional arrangements RMBC to RAA (including SLA)**

- 099.1/06/20** Informed Andy Lee that Sandymount was not being taken on.
- 099.2/06/20** Draft Lease agreement has now been received by the RAA and circulated to directors. SLA has been updated and is with Polly Hamilton, awaiting response. Needs discussion between directors and a solicitor appointed to look over it for the RAA. Number of points highlighted that need checking / completing. Some items are to cover due diligence. SLA states that there should be 3 meetings per year between the RAA and the Authority.
- 099.3/06/20** Discussed regarding SLA stipulation for the £100k grant. AL asked for a list of works to be done as one-off projects for specific sites, not ongoing items i.e. skips – not for general waste but for plots that have been cleared.
- 099.4/06/20** Outstanding items – Greasbrough encroachment – been agreed with resident – AL to arrange for the fence panels to be installed. Been delayed due to Covid-19. Hartley Lane grazing field – needs to be followed up with Tim Archer.
- 099.5/06/20** JP asked regarding how items will be paid for – RMBC will pay invoices as they can claim the VAT back.
- 099.6/06/20** Grazing sites – Managed by Estates. Rent should be passed to the RAA from Estates. It was voted and agreed that Estates to still deal with tenants/leases.

- 099.7/06/20** Question asked regarding insurance – can RMBC do the insurance for buildings? AL advised no because of the lease being transferred to the RAA, no longer classed as council buildings.
- 099.8/06/20** Discussion went back to the Lease / Heads of Terms document – discussed regarding same solicitor to do land registry work. Also discussed the highlighted items in the document that need confirming i.e. direct managed sites being turned into society sites. DB to get the other new societies to return their signed agreements as soon as possible. Question asked regarding what happens if other sites become societies once lease is signed – suggested that it would probably be discussed in the SLA meetings with the Authority. In regard to tenancy agreements and insurance, it was decided that the RAA would insure all the sites. The prepared tenancy agreements can be sent out without change.

**100/06/20 Financial Matters**

- 100.1/06/20** Treasurer’s Statement: AD went through recent transactions including rental payments and bills paid. 38% of rents received / 5 society payments received. Statement of Account to be sent at the end of the month. Tenants can now pay at the Post Office with cash/cheques with the paying in form. BS asked regarding internet banking – AD advised still ongoing – BS asked for this to be looked at as it will help DB with checking for payments.
- 100.2/06/20** Insurance: need to decide what is to be insured as a limited company. Discussed regarding director’s liabilities being limited to £1 as a Community Benefit Society – need to find if this is correct. Discussed regarding NAS membership which includes individual plot insurance – different to public liability insurance. BS suggested that JP to put his findings to MF and other quotes be obtained. Need to insure all the areas that are covered in the leases/SLA. (Buildings, £5m Public Liability, Employer’s Liability, Director’s Liability (if required)).

**101/06/20 Maintenance**

- 101.1/06/20** £100k - Discussed regarding the quotes received for planned works – agreed they should be submitted to Andy Lee for approval. Skip invoices for these works to be added as well.
- 101.2/06/20** Grass/Hedge cutting – received quote from RMBC but list is out of date. Suggested progress is moved on as some sites need immediate attention. Quote to be made up to date and agreed for work to go ahead. Possibly for the future look at tenants being responsible for internal paths and the RAA just external hedges.

**102/06/20 Any Other Business**

Question asked regarding AGM – can’t hold under current government restrictions. Items need discussing such as NAS membership. Could look at other ways of conducting the meeting – use Zoom/aggregate AGMs? Discussed regarding voting in and out of directors that is required in an AGM. It was suggested to invite representatives from each site – can’t do this because all plot holders have to be invited – RAA’s responsibility. It was voted in favour of this matter being discussed in a month’s time when restrictions may have changed.

**103/06/20 Agenda Items for next meeting**

BS called for a meeting to be arranged later in the week with DB and JT to discuss.

**104/06/20- Date and Time of Next Meetings. (Meetings will be cancelled if not required).**

Monday 6<sup>th</sup> July 2.00pm on Zoom

BS thanked everyone for their attendance and closed the meeting.



Signed ..... (Chair)