

## Rotherham Allotments Alliance

# Board Meeting No.31

**Meeting Date:** Monday 3<sup>rd</sup> August 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 Steele, Jack Taylor, Mick Hirst, John Callaghan, Mohammed Suleman.  
Allotment Support Administrator – Donna Bushby

**Apologies:** N/A

**127/08/20 Declaration of Interest**  
None declared.

**128/08/20 Minutes of Board Meeting 30 - 20<sup>th</sup> July 2020**  
The minutes were moved as a true record and duly signed by the Chairman (electronically).

**129/08/20 Matters Arising**  
AD asked regarding the change of the registered address. JT to change address to the same as the bank/post office.

**130/08/20 Administrator's Report**  
**130.1/08/20** Report circulated to directors prior to meeting. Main points: plot lets and terminations been done, fire complaint at Psalters Lane, tenant on High Street not happy about receiving a final warning letter, tenants been told to put wood in a specific place for burning on High Street, tenants also told not to chop any trees down – discussed that need to check if any tree preservation orders. Complaint about cockerels on Rectory Field. Clifton site secretary has resigned – temporary secretary appointed, also issue with nails being deliberately put in tyres on the car park. Vicarage Fields asked regarding allowed height of hedges – discussed and agreed that it was 2m. Pest Control quote booked in with sites and visit with tenants on Moor Rd.  
**130.2/08/20** Question asked regarding payments – 50% of direct managed tenants not paid as yet. DB to put a reminder out on website / facebook then begin to chase payments from the end of August.

**131/08/20 Financial Matters**  
**131.1/08/20** Interim Statement sent to directors prior to meeting. Total in bank £40,519 to date. ASA cost up to 7 months has been paid to date.

**132/08/20 Transfer and Transitional arrangements RMBC to RAA (including SLA)**  
**132.1/08/20** Council have changed their stance regarding the solicitor – the RAA must now appoint one and the council will reimburse. DB has obtained a quote of £1500 - £2000 + VAT and land registry transfer fees from Parker Rhodes Hickmotts. Other firms did not get back after asking for quotes. It was voted and agreed that this solicitor is to be appointed to get the process started as we cannot afford to have any more delays.

**133/08/20 AGM Update**

**133.1/08/20** Government position has not changed and getting tighter in regard to meetings of large numbers of people. We officially don't need to hold an AGM until first accounts have been published. It was discussed and voted that it would be addressed again in October as government guidelines may have changed by then.

**134/08/20 Site Maintenance – long term**

**134.1/08/20** JP produced a discussion paper to look at a possible handyman – looked at the costings for this – total cost to RMBC 2018/19 for handyman and grounds maintenance was approx. £32,000. RAA needs to consider current and future arrangements. Need to find out from societies if they still want maintenance work from the RAA or do they want to do it themselves, subject to a reduction in the rent. Need to establish what the RAA is responsible for – i.e. fences /gates.

**134.2/08/20** Discussed regarding issues surrounding hiring someone – wages / insurance / equipment etc. It was of the opinion that this should be avoided and outsourced where possible. Also need to look at what happens if people on site don't want to do the maintenance in the future – offer the discount if they do but then add the cost back on if the RAA takes the maintenance back on. Need to find out the costs of the maintenance for both society and direct-managed sites. Need to find out if societies want to do their own maintenance – need to do a survey of societies. Haven't got an up to date schedule so need a full survey of all sites to quantify the work. After DB's holiday, a letter/survey to be drafted to send to secretaries to find out their preference. It was then discussed that if no response is received, it will be deemed that they still require maintenance. Then it was discussed that it is related to tenant details being passed over. It is a legal requirement that the RAA has tenant details. It is become apparent that some societies may not be running to their constitution correctly – not having a separate chair, treasurer and secretary.

**135/08/20 Any Other Business**

**135.1/08/20** JC asked regarding the skips for Hartley Lane. Process is still being devised by RMBC. BS has asked for a meeting with Andy Lee to be arranged to find out progress.

**135.2/08/20** 2 directors were looking at handbooks for new tenants using material from other allotment societies. JT to continue producing it. MH is now doing recipes using allotment-grown food for the website.

**135.3/08/20** AD to be in touch with directors regarding the bank account signatory.

**135.4/08/20** JT to have phone and laptop whilst DB is on holiday.

**113/07/20 Agenda Items for next meeting**

- **Outstanding tenant details from society sites**
- **Society constitution audit**

**114/07/20- Date and Time of Next Meeting. (Meetings will be cancelled if not required).**

Monday 7<sup>th</sup> September 2.00pm on Zoom

BS thanked everyone for their attendance and closed the meeting.



Signed ..... (Chair)