

Rotherham Allotments Alliance

Board Meeting No.40

Meeting Date: Monday 4th January 2021

Meeting Location: Online: Zoom

Meeting Called By: Councillor Brian Steele

Chair: Councillor Brian Steele

Secretary: Jack Taylor (Minutes John Palmer)

Present: Directors - Councillor Brian Steele, Al Dean, John Palmer, Jack Taylor, Mick Hirst, Mohammed Suleman

001/01/21 **Apologies:** Donna Bushby (illness)

002/01/21 **Declaration of Interest**

002.1/01/21 JP declared an interest as a tenant on Barnsley Rd site.

002.2/01/21 AD declared an interest as Secretary of Broom Valley New site.

002.3/01/21 MH declared an interest as a tenant of Avenue Rd site.

002.4/01/21 MS declared an interest as a tenant of Clifton Site.

002.5/01/21 JT declared an interest as Secretary of Wood St site.

003/01/21 **Minutes of Board Meeting 39 – 21st December 2020**

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

004/01/21 **Matters Arising**

004.1/01/21 **JT** – update on following previous minutes:-

205.2/12/20 **Fire extinguisher testing society sites** – email to officers RMBC awaiting response due to Xmas leave period.

212/12/20 Companies House concerning registration of Directors, this is part of the Annual Return – details of all Directors along with annual accounts. There is a form which will require completion and submission.

004/01/21 **JP – Review of Policies.** Advised that the following policies on the web-site link were not the most recent versions, Directors Code of Conduct, Financial Regulations and Standing Orders. ASO had been advised and most recent versions supplied.

005/01/21 **Administrator's Report**

There was no 'administrators report' in view of recent holidays and illness of the ASA.

006/01/21 **Financial Matters**

006.1/01/21 AD advised that the bank account balance as of the 31st December was £36212. He detailed a number of outstanding accounts still to be settled.

006.2/01/21 Awaiting account from RMBC to re-cover cost of water bill settled by them due to billing transfers not yet in place. The amount in question being £4401.50.

006.3/01/21 AD advised he had paperwork to hand to open Co-op Bank 'Business Deposit Savings Account' for RAA 'Shareholder Certificate Account' (minute no 206.3/12/20), this to be completed in near future.

006.4/01/21 JT advised on fitting of CCTV cameras at Wood St for the trail. It was agreed that further evaluation should take place in 2 months' time to determine any future role-out of this scheme.

007/01/21 **Transfer and Transitional arrangements RMBC to RAA (including SLA)**

Chair (BS) advised that no further information on this matter in view of Xmas holiday period and RMBC officers being unavailable.

- 008/01/21 Society Update**
No further information to note.
- 009/01/21 Maintenance**
Moor Road – Wath - MH advised on recent visit to this site to consider drainage issues. Both the nearby car wash and block of flats could be contributing to surface water draining on to the allotment site. Chair and MH to arrange further site visit. Further consideration at next Board meeting.
- 010/01/21 Future Actions**
010/01/21 – AGM – Discussions took place on the policy for asking questions by shareholders at the forthcoming AGM (23rd March). It was agreed that those attending the meeting would be requested to submit questions in writing prior to the meeting, there would then be a period of 30 minutes allocated to answering questions at the meeting, allowing further questions on the day at the Chair’s discretion.
- 011/01/21 Any Other Business**
Directors considered the non-attendance of Directors at Board meetings and the current vacancy. JT advised the Board of the response from RMBC Chief Executive with regard to the council nominated Board members, advising in view of the possible effects of the forthcoming elections that for the time being the position should remain as it is.
Directors discussed the continuing absence from Board meeting of Director who last attended a meeting 32, apologies submitted for meetings 33 and 34, with non-attendance and no apologies, or other communication being submitted for meetings to date. It was agreed that the matter would be formally considered at the next Board meeting (18th January) with a view to removing the Director for non-compliance with the Directors Code of Conduct. The secretary (JT) was requested to write to the Director concerned advising that the matter would be considered at the next meeting.
It was agreed that the current Director vacancy would be advertised on the RAA website and Facebook sites.
- 012/01/21 Avenue Road Society Disbandment**
This item was considered at the end of the meeting and Director MH took no part and withdrew from the meeting.
Directors considered the background to the disbandment of the Avenue Road society and questions were raised as the validity of how this was carried out. JT advised on the email he had sent to the officials of the society and responses he had received. It was understood that all machinery was in secure storage on site and no financial transactions were being carried out. It was noted that two items of machinery had been donated to the society by individual plot holders.
Directors agreed that there was a need for the RAA to have a clear policy to determine the procedure for establishing a new society and means by which the RAA could mentor new societies to ensure their success and ensure RAA Policy compliance. A draft policy to be considered during the RAA policy review which is currently being carried out.
Further consideration of the Avenue Road position to be given at the next Board meeting.
- 013/01/21 Agenda Items for next meeting**
- 18th January 2012 –
 - AGM (which should be included on all future agendas).
 - Avenue Road, Wath – update on society future.
 - Moor Road, Wath – drainage issues.
 - Policy Review including consideration of procedure for establishment of new societies.
 - Consider position of non-attendance by Director.
 - 1st March 2021 –
 - CCT – Wood Street Swinton – evaluate.
- 014/01/21 Date and Time of Next Meeting. (Meetings will be cancelled if not required).**
Monday 18th January 2021 2.00pm on Zoom.

BS thanked everyone for their attendance. The meeting was closed at 3.20pm.

A handwritten signature in black ink, appearing to read 'B. Hill', is written in a cursive style.

Signed (Chair)