

Rotherham Allotments Alliance

Board Meeting No.44

On Meeting Date: Monday 1st March 2021

Meeting Location: Online: Zoom

Meeting Called By: Councillor Brian Steele

Chair: Councillor Brian Steele

Secretary: Jack Taylor (Minutes Donna Bushby)

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

064/03/21 (1) **Apologies:** Emma Hoddinott

065/03/21 (2) **Declaration of Interest**

065.1/03/21 JP declared an interest as a tenant on Barnsley Rd site.

065.2/03/21 AD declared an interest as Secretary of Broom Valley New site.

065.3/03/21 MH declared an interest as a tenant of Avenue Rd site.

065.4/03/21 MS declared an interest as a tenant of Clifton Site.

065.5/03/21 JT declared an interest as Secretary of Wood St site.

066/03/21 (3) **Minutes of Board Meeting 43 – 15th February 2021**

The minutes were moved as a true record and duly electronically signed by the Chairperson.

067/03/21 (4) **Matters Arising**

None specified.

068/03/21 (5) **Administrator's Report**

068.1/03/21 **Barnsley Rd** – Lock broken so been given the spare. Spare lock needs ordering. Hypodermic needle found onsite – told to report to Streetpride. It was reported that there has been an issue with the gates being left open. Have asked about replacing taps and extended the water supply – told to get a quote.

068.2/03/21 **Avenue Rd** – tree damaging a fence has been reported. Approval for its removal given. Tenant reported no boundary fence between his plot and residential property due to resident being previous tenant (passed away). Asked if the RAA will replace it. Discussion regarding who's responsibility this is and residents who are tenants who have been allowed to access the allotments from their gardens. If the RAA starts putting fences up, then other tenants will want them as well. One option is to fence the whole boundary of the site which would raise big issues with tenants / residents. It was decided that it is the resident's responsibility. DB to write to the resident to ask to replace the fence and advise the tenant. Also discussed that residents who have plots must be contacted to say that they have to replace any boundary fences if they give the plot up.

068.3/03/21 **Hartley Lane** – been broken into twice. Chain link fence needs a temporary repair. It does all need replacing – quotes being arranged. John has also been recognized for 30 years of allotment service.

068.4/03/21 **Moor Rd** – tenant asked about update on drainage work. Obtaining other quotes for the works. It was discussed and voted in favour that the rents on Moor Rd will be free for this year. Anyone who has already paid will have the rent transferred to next year.

068.5/03/21 **Kimberworth Park** – been broken into again – meeting room. Nothing taken. Told to report to police again. Quotes being obtained for repair of fence and shed doors. Discussed regarding the cameras being on trial on Wood St. Currently monitoring a plot that has been repeatedly broken into. Also discussed regarding dummy cameras and CCTV signs. Signs have been sent to the sites but not put up yet. AD to purchase some more dummy cameras.

- 069/03/21 (6) Financial Matters**
- 069.1/03/21 2021 Rents received to date** - £26,052.48 – 37.4%. 8 societies left to pay.
- 069.2/03/21 February Interim Statement** Sent to directors prior to meeting. Opening balance was £41,489, closing balance was £ 51,924. Statement will be completed and circulated on receipt of the latest bank statement. Final notices for water bill received, these, except Greasbrough, will be paid. DB investigating Greasbrough bill – an up to date meter reading has been submitted. Balance to date £52,166.
- 069.2/03/21 2020 Financial Report** – being double checked and then being audited at the end of the week.
- 069.3/03/21 Share Account** – paperwork has been received. AD will obtain signatures from directors. Share to be transferred once the account is open.
- 069.4/03/21 £10k reserve** – will be added to future accounts.
- 069.5/03/21 Depreciation** – discussed whether this needs to be added. It was suggested that this would be minimal and any equipment would be looked at being replaced every 3 to 4 years. It was discussed and voted that DB should get prices for a replacement laptop, to come out of capital expenditure.
- 070/03/21 (7) Transfer and Transitional arrangements RMBC to RAA (including SLA)**
- Solicitor update – DB has asked for a timescale for completion – no response received as yet. Been copied into an email to say that RMBC solicitor is going on maternity leave and someone else taking over.
- 071/03/21 (8) Society Update**
- 071.1/03/21 Tenant Details** – have now received the details for all society sites.
- 071.2/03/21 South Street** – letter from secretary – has now retired. Passing the running of the society onto new tenants who have already been in touch. Arranging a Zoom meeting with them – BS and JT to also attend. Need to assist with re-establishing the society.
- 072/03/21 (9) Maintenance**
- 072.1/03/21 Pest Control** – New contact unable to take on the contract so decided to continue with RMBC. Have emailed the Officer to ask about a service review and highlight sites that haven't got bait boxes. Not had a response.
- 072.2/03/21 Quotes** – received quotes for fencing Psalters Lane. One needs confirming so a visit has been arranged. One includes the removal of the rubbish. High Street fence has been done. Queried if they should have done the side as well the bottom – contractor to look at original quote and respond.
- 072.3/03/21 Lowfield Avenue Vine works** – quote approved – work arranged to start 8/3/21. Invoice sent to AD for deposit to be paid.
- 072.4/03/21 Grounds Maintenance** – not heard a response regarding the report sent. Will need to look at advertising a possible tender. Needs to be done soon as the grass cutting season will be starting. DB to organize.
- 073/03/21 (10) AGM Update**
- 073.1/03/21 NAS Membership Motion** - currently have 989 tenants on books (1 site is estimated). Could round up to approx. 1000 members. Cost would be £3000 to join all members. Have emailed NAS for their membership procedure – awaiting reply. Suggested it would be beneficial to have a meeting with NAS to re-establish the relationship.
- 073.2/03/21 Associate member application received** – approved by the Board, subscription paid and share certificate sent.
- 073.3/03/21 Tenant Interest** – 17 tenants have shown interest.
- 073.4/03/21 Tenant Questions** – DB will contact the tenants who have shown interest to ask them for any questions to be submitted by 14.03.21. These will then be discussed at the next board meeting on 15.03.21.
- 073.5/03/21 Director Nominations** – only received 1 tentative application which is possibly dependent on the times / days of the meeting. It was suggested that it is possible to change the meeting days/times but this would need to be decided by all board members and take into consideration the ASA. Zoom meetings can continue when face-to-face meetings resume as an option. The new proposed sub-committees can be arranged for different times and the board meetings be less in frequency. Discussed regarding who is up for election. This year is all board members except for the council-appointed directors.

073.6/03/21 Agenda & Resolutions – both viewed onscreen by the Board. The 5 motions were agreed by the Board. Question asked regarding directors preparing background about themselves. It was suggested and agreed that each director would prepare 100 words, should an election be required. DB asked regarding a 2nd lay auditor – AD to confirm.

074/03/21 (11) Policy Review Approval

074.1/03/21 Allotment Rules- DB requested an extra item to be added to fire rules to allow the RAA to specify when fires can take place. This is because High Street is still a problem with fire complaints. A designated burn day was arranged to avoid complaints. It was discussed that things can be written into rules but these would not necessarily stop people burning. There is already a rule in place about not causing a nuisance. Need to educate tenants to follow the rules and be more considerate to residents etc. It is difficult to police. It can be referred to Environmental Health to see if a statutory nuisance is being caused. Some society sites specify when tenants can burn. Need to ensure that it is actually from the allotments. Could possibly use cameras but they do have drawbacks. It was decided to keep the rule the same and focus on educating people to follow the rules. The clause about making tenants responsible to be aware of the rules is proposed at the AGM.

074.2/03/21 Policy Amendments – the documents were posted on the website for directors to read and approve. It was voted unanimously that these would be adopted and presented at the AGM.

075/03/21 (12) Policy for New Societies

075.1/03/21 Procedure – policy compiled by MH and JP and was circulated to directors prior to the meeting. Guidance is for new societies and it is hoped that all existing societies will eventually follow these. These are now both agreed and can be circulated to any new societies. MH also has a powerpoint which can be used.

076/03/21 (13) Future Actions

077/03/21 (14) Any other business

077.1/03/21 Grazing – question asked regarding grazing land – JT has had an enquiry for Woodside. DB has previously requested information from RMBC but has not received any tenant details. DB to contact Estates direct.

077.2/03/21 Scrooby St Fence – question asked regarding if the fence has been repaired. The deadline given was today. Need to establish if it has been fixed – MH volunteered to go to the site and look. The tenant had a letter sent to ring BS on his council number. It was discussed regarding getting the fence welded so the brackets can't be removed.

078/03/21 (15) Agenda Items for next meeting

- As per this meeting
- AGM tenant questions

079/03/21 Date and Time of Next Meeting. (Meetings will be cancelled if not required).

Monday 15th March 2021 at 2.00pm.

BS thanked everyone for their attendance. The meeting was closed at 3.50pm.



Signed (Chair)