

Rotherham Allotments Alliance

Board Meeting No.45

On Meeting Date: Monday 15th 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

080/03/21 (1) **Apologies:** Emma Hoddinott

081/03/21 (2) **Declaration of Interest**

081.1/03/21 JP declared an interest as a tenant on Barnsley Rd site.

081.2/03/21 AD declared an interest as Secretary of Broom Valley New site.

081.3/03/21 MH declared an interest as a tenant of Avenue Rd site.

081.4/03/21 MS declared an interest as a tenant of Clifton Site.

081.5/03/21 JT declared an interest as Secretary of Wood St site.

082/03/21 (3) **Minutes of Board Meeting 44 – 1st March 2021**

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

083/03/21 (4) **Matters Arising**

None declared.

084/03/21 (5) **Administrator's Report**

084.1/03/21 **Rectory Field** – Report of water leak on Rockcliffe Rd. On inspection, not the allotment's supply – land next to allotment entrance. Has been reported to Yorkshire Water. Further reports of plots being used for social purposes. Also received smoke complaint from the nursing home which may be related. Discussed that the issue may be down to lockdown and it may stop once restrictions are lifted. The social-gathering issue has been reported to the police. It was discussed that this situation would be monitored and re-visited in a month. DB is going to set a Facebook page up for tenants. Discussed regarding sites needing notice boards to display information to tenants. DB to collate the information on what is required and present to Board at next meeting.

084.2/03/21 **High Street** – leaking tap fixed. Tenant has offered to cut the broken tree down, free of charge. Tried to contact Dignity who manage the cemetery to inform them.

084.3/03/21 **Lowfield Avenue** – resident complaint about burning. Spoken to tenant – they will let us know when they plan to burn again so resident can be advised.

084.4/03/21 **Vicarage Fields** – reported flooding at bottom of site. Asked about a ditch being put in. Discussed that this issue can be looked at but difficult to establish where to put it. The nearby housing estate is known for flooding. Land across the site has been sold so losing the small amount of parking opposite the entrance. RMBC have declined an offer by the purchaser (Ron Hulls) to create some parking. Secretary is contacting the local councillor as the road is very busy and vehicles speeding. This issue needs monitoring.

084.5/03/21 **Avenue Rd** – visit last week. Some plots been seen with free-roaming birds so all tenants have been contacted about the avian influenza restrictions. Letters also sent to all tenants who's plots back onto their residential properties. Discussed regarding a caravan on the site which has been there for a number of years. JT received an email from the ex-treasurer regarding a request for payment for a charity plot to the Alliance. DB explained the situation and the board agreed that this payment can be made. JT to advise the ex-treasurer.

084.5/03/21 **Laptop** – a replacement laptop has been priced up at £899 from Currys. The board agreed unanimously that this can be purchased. DB to send capital request to Andy Lee.

- 085/03/21 (6) Financial Matters**
- 085.1/03/21 2021 Rents received to date** – as per last meeting. Awaiting bank statement. Payment reminder gone out on Facebook and Website. Financial projection for 2021 sent to directors prior to meeting.
- 085.2/03/21 February Financial Statement.** The report was sent to directors prior to the meeting. Opening balance was £41,489, expenditure was £2908, income received was £13,027, closing balance was £51,608. Balance today is £60,260. Question was asked regarding receiving the statements separately to the meeting documents. AD said he would endeavour that DB will get the report to send out with the meeting documents. It was discussed regarding the use of Quickbooks and this needs implementing to do the accounts with.
- 085.3/03/21 2020 Accounts** – question asked regarding the audited accounts. AD has spoken to the auditor – they are currently shielding. A meeting has been arranged for the end of the week for them to be audited. Unaudited accounts to be sent with the AGM paperwork and an update sent with the final accounts once completed. Board to have an EGM to approve the accounts prior to the meeting.
- 085.4/03/21 Internet Banking** – has this been confirmed? AD is still working on this and will report when confirmed.
- 086/03/21 (7) Transfer and Transitional arrangements RMBC to RAA (including SLA)**
- 086.1/03/21 Solicitor update** – no further communication received.
- 086.2/03/21 Leases** – question asked regarding the time this is taking to complete. It was discussed that it is in the solicitor's hands and RMBC have trusted the RAA to run the allotments so it is down to them. The leases have not been raised as a question in the AGM.
- 087/03/21 (8) Society Update**
- South Street** – meeting with new committee members went well. They have done a lot of work already. Just need to adopt a constitution, finalise bank account and recruit some more committee members. They have requested a skip which is possible – need to advise a date.
- 088/03/21 (9) Maintenance**
- 088.1/03/21 Pest Control** – advised RMBC Officer that the contract is going to continue - £2500 + VAT for 12 months. DB had requested new boxes for certain sites – contacting tenants. Extra sites are £360+ VAT per site if required. It was discussed that extra sites wouldn't be added on unless required.
- 088.2/03/21 Grounds Maintenance** – meeting with Officers arranged for 23.3.21. DB has looked into the individual cost per site which is quite reasonable. The issue is the quality of the service provided. The service does need reviewing to remove sites that don't need it.
- 088.3/03/21 Kimberworth Park** – 3 quotes received for the shed / fence repair. It was discussed that we would go for the middle quote and use LightMain. DB to arrange the repairs.
- 088.4/03/21 High Street** - question raised regarding the fencing going up the side. The contractor can't find this in their notes. There was some panels left spare so these can be used in that area.
- 088.5/03/21 Electrical testing** – DB asked if a contractor had been sourced. MH said he had sent some information.
- 088.6/03/21 Capital Works** – more visits arranged this week. Struggling to find a 3rd contractor. DB has done a spreadsheet of all quotes received so far and it planned works will take all the £100k. Some projects may not be classed as capital i.e. rubbish removal in Clifton. It was discussed that the society should make a contribution as it is ultimately their responsibility.
- 089/03/21 (10) AGM Update**
- 089.1/03/21 Tenant email** - DB has prepared an email to go out to tenants – would like JP to check before it goes out.
- 089.2/03/21 Voting** - DB asked regarding the voting procedure – using 'raise hands' – DB to look into this facility.
- 089.3/03/21 NAS** – question asked regarding any response from them. Liz from NAS emailed back which was read out to the directors. Discussed regarding the membership types and also the mention of public liability insurance from NAS. This needs clarifying with NAS.

A meeting with NAS would be beneficial to both parties. DB to email all secretaries to ask them not to renew until after the AGM and the decision has been made.

089.4/03/21 Tenant's Questions – DB screen shared the questions with the directors. It was agreed that most questions can already be answered. DB to compile the answers and arrange a meeting with directors to discuss. Tenants will be offered to ask supplementary questions on the night.

090/03/21 (11) Business Plan Review

090.1/03/21 The document was distributed to directors prior to the meeting. It was stated the changes made by DB were satisfactory. The Finance Section needs confirming in regard to Quickbooks. Section 10 regarding Financial Projections needs completing. It was suggested that the 2020 financial report and the projection for 2021 and 2022 be included and referred to. DB to update the financial projections and complete these sections.

090.2/03/21 It was suggested that the Business Plan be visited again after the AGM.

091/03/21 (12) Future Actions

It is hoped that all quotes for groundworks will be completed in next 2 weeks so decisions on these can be made.

092/03/21 (13) Any other business

092.1/03/21 Grazing – Estates still working to get the transfer in order. DB has looked at the draft grazing license. This needs reviewing by the board. Need to see the current agreements in place and find out what rents to charge.

092.2/03/21 Scrooby St Fence – current situation with the fence. Have been advised the fence has been put back but the resident could still gain access if they wanted to. It was discussed about filling the screws in so that they can't be removed. Need to get a price for possibly welding them on.

093/03/21 (14) Agenda Items for next meeting

- AGM minutes / review
- Business Plan
- Notice boards
- 12th April – Rectory Field social use issue

094/03/21 (15) Date and Time of Next Meeting. (Meetings will be cancelled if not required).

Monday 29th March 2021 at 2.00pm.

BS thanked everyone for their attendance. The meeting was closed at 4.00pm.



Signed (Chair)