

Rotherham Allotments Alliance

Board Meeting No.49

On Meeting Date: Monday 10th May 2021

Meeting Location: Online: Zoom

Meeting Called By: Brian Steele

Chair: Brian Steele

Secretary: Jack Taylor (Minutes Donna Bushby)

Present: Directors: Brian Steele, John Palmer, Jack Taylor, Mick Hirst, Alison Howard, Mohammed Suleman
ASA: Donna Bushby
Guest: Liz Bunting (Legal and Operations Director - NAS)

For the purpose of the minutes, agenda item number 5 – NAS Membership, was discussed first so that Alliance business could be discussed afterwards.

134/05/21 (5) NAS Membership:

134.1/05/21 Liz was asked a number of questions devised prior to the meeting in relation to the Alliance joining all members to NAS. Summary of answers as follows.

134.2/05/21 Permission is required from every tenant as to whether they want their details passed onto NAS in order to join the scheme. The main reason for this is that the underwrites of the insurance aspect of the scheme needs personal details should a claim arise. Anyone who does not want their details passed on will not be joined to the scheme. Liz can supply information relating to GDPR and NAS.

134.3/05/21 Societies – these will sign up in their own right and then the RAA will reimburse them for the cost. This means that secretaries will be responsible for getting tenant's permission for details to be passed on. Societies already signed up will continue to renew their own and be reimbursed on production of proof of payment. Each society will have their own access to the member areas. Access details for direct-managed sites – this will be looked into to ensure that it can be done individually. Liz assured that NAS will not work against the Alliance if any disputes arose.

134.4/05/21 The Kings Seeds scheme will be managed individually on society sites and for direct-managed sites, access will be confirmed by Liz. It may be possible for direct-managed sites to bulk order if tenants can arrange this on their site.

134.5/05/21 New and old tenants will be updated quarterly by the ASA. Tenants who leave, will still be covered for the duration remaining of the 12 months covered.

134.6/05/21 The registered tenant who is the shareholder will be covered by the insurance in the scheme, not co-workers, unless they become share holders in their own right.

134.7/05/21 The next course of action is to contact all societies to ask them to confirm membership, or ask them to sign up in their own right when tenant permission is granted. Contact direct-managed tenants to seek their permission. Send primarily by email but anyone with no email, send a letter with reply envelope. Give them a date to respond by. Policies / tenancy agreements need updating to include the NAS membership.

134.8/05/21 Liz advised that general insurance for public liability is available to sites but it was advised that the Alliance will be insuring all sites when the lease is signed.

134.9/05/21 A question was asked regarding direct-managed sites operating shops onsite. Liz advised that it is possible, with permission from the Alliance, if they are set up as a leisure association.

135/05/21 (1) Apologies: Al Dean (no update on Al's condition has been received recently).

For the purpose of the minutes, the Chairperson asked for Financial matters (7) next due to AH needing to leave the meeting for a short while.

- 136/05/21 (7) Financial Matters**
- 136.1/05/21** AH advised that a form had been obtained from Co-Op bank in order to change the contact details on the account – signatures are required from directors which will be obtained this week then the form can be sent off. It was discussed that AD’s details should be removed for the time being and AH added on as Treasurer to receive all documentation. Access for DB should also be added.
- 136.2/05/21** It was discussed regarding the need for the accounts to be audited again before Alison takes over. It was agreed that they didn’t as it was stated that some accounts paperwork is with DB but some receipts are missing.
- 136.3/05/21** Question regarding any outstanding payments and post. Some cheques were signed last week and there are 3 invoices currently to pay but this is not urgent. Post was collected from the PO Box 2 weeks ago and will be collected again this week. A tenant at the site advised that the post box at Broom Valley Old isn’t in use - the Post Office sends this mail to AD’s home address. The registered address for the Alliance needs changing. The solicitor was contacted but received no reply. DB to contact them again.
- 136.4/05/21** Discussed that the financial statement for 2020 needs submitting. DB needs to add director signatures to it.
- 136/05/21 (2) Declaration of Interest**
- 136.1/05/21** JP declared an interest as a tenant on Barnsley Rd site.
- 136.2/05/21** MH declared an interest as a tenant of Avenue Rd site.
- 136.3/05/21** JT declared an interest as Secretary of Wood St site.
- 136.4/05/21** AH Declared an interest as an interim committee member of South Street.
- 137/05/21 (3) Minutes of Board Meeting 48 – 26th April 2021**
The minutes were moved and seconded as a true record and duly electronically signed by the Chairperson.
- 138/05/21 (4) Matters Arising**
None specified.
- 139/05/21 (6) Administrator’s Report – submitted to Director’s prior to meeting. Summary:**
- 139.1/05/21 Kimberworth Park** - Complaint from tenant who wanted to move plots but didn’t respond to being contacted by the secretary. The board agreed that the secretary had followed procedure correctly.
- 139.2/05/21 High Street** – report of a tenant’s gate chain being broken and another plot having the shed broken into. Tap at top of site had been damaged so been fixed. Complaint about large fire at weekend - trying to find out who is responsible. Gate is still a problem. Discussed whether to get new gates or just replace the hinges – acquiring quotes. JT to chase up tenant on his site who could possibly do the work.
- 139.3/05/21 Herringthorpe** – secretary has resigned so vice-chair is standing in as secretary until they can have an AGM.
- 139.4/05/21 Broom Valley New** –Appointed a temporary secretary – offered assistance. Have also reported the floor of the toilet needs repairing. May be to do with the way it was installed.
- 139.5/05/21 Queen St North** – Site reported that owls still onsite despite tenant being given 6 months to remove them. Tenant needs to be contacted. It was discussed regarding what livestock is allowed on allotments and what is specified in the Heads of Terms. Societies and tenants need to be advised about removing non-permitted animals from sites as they contravene the agreement with RMBC. It also needs adding to the tenancy agreement. Some non-permitted animals have been on allotments for a number of years so this will be difficult.
- 139.6/05/21 Greasbrough** – tenant has requested to keep bees on their plot. It was discussed that the plot has been cultivated so the directors agreed to honour this request on the provision that the plot is still cultivated.
- 140/05/21 (8) Transfer and Transitional arrangements RMBC to RAA (including SLA)**
Grazing – DB has contacted Estates to ask regarding grazing rates due to interest in Woodside. Still waiting for the information. Still don’t know who the tenants are on Vicarage Fields and White Lea Road.
- 141/05/21 (9) Society Update**
BS, MH and DB had a meeting with Barnsley Rd society to discuss recent issues and re-iterate what is required from them in regards to the rules / shop / finance / GDPR etc. The society will be

monitored. Someone from the Alliance will attend their AGM when they have one. Need to find out if the money they received from the Ward has to go back or can be spent on something else. DB to chase.

142/05/21 (10) Maintenance

142.1/05/21 Moor Rd – Quote has been received from RMBC which is around the same as the other one but includes a new gulley down the side of the site next to the entrance. Discussed regarding the investigation of where the water is coming from. DB has attempted to make contact with the owners of the flats to gain permission to do a dye test. Directors also requested that the road at the top also be tested. The car wash may not be contributing as the problem was still there when it was closed. Doing the drainage work is just diverting the water, not tackling the source.

142.2/05/21 South Street – quote for car park / paths was approved by directors.

143/05/21 (11) Future Actions

None discussed.

144/05/21 (12) Any other business

144.1/05/21 Directors – BS advised that as he is no longer a councillor, he won't be on the board under RMBC's appointment. It was discussed that BS pay to become a shareholder and formally apply to be on the board in a personal capacity and remain in his current position. RMBC should be advising new appointed directors as positions within the council will change. The RMBC AGM is 26th May so board agreed to wait until after then to find out who they will be. BS may contact the Chief Executive to inform them of the change in his directorship.

144.2/05/21 Rule Change – question asked on progress on this. DB advised that it is listed as 'in progress' on the portal so will check again for an update. DB also mentioned that the financial report submission needs a code but none in the list match the Alliance's business. Asked JT to have a look to see if he could find the correct one.

144.3/05/21 Financial Policy – question was asked regarding changing/updating these. It was discussed that these can be completed once the internet banking procedure has been sorted out.

144.4/05/21 Data Sharing – discussed regarding obtaining permission for personal information to be shared between directors. DB to distribute to a form for all to sign. Also discussed regarding AD's current situation and whether he will remain on the board. Can keep him on for the time being until hear otherwise. The access to RAA information used by DB was also discussed and this needs to be given to certain directors. All paperwork is currently stored on One Drive. Access to this for certain directors can be arranged. Also discussed access to Colony and there are some training hours left if anyone wants to use it.

144.5/05/21 Meetings – question asked regarding meetings moving to face-to-face when permitted. Can be a mixture of online and face-to-face depending on if a venue can be sought – possibly still use the Garden Room at Clifton Park. Discussed that sites can have AGMs outside if less than 30 people from 17th May.

145/05/21 (13) Agenda Items for next meeting

- Director Appointment
- Policy Amendment – NAS Membership
- Future meetings

146/05/21 (14) Date and Time of Next Meeting. (Meetings will be cancelled if not required).

Monday 24th May 2021 at 2.00pm.

BS thanked everyone for their attendance. The meeting was closed at 4.15pm.



Signed (Chair)