

Rotherham Allotments Alliance

Board Meeting No.62

Held: Tuesday 4th January 2022

Meeting Location: Online: Zoom

(Minutes Donna Bushby)

Present: Directors: Brian Steele (BS) Chair, John Palmer (JP), Jack Taylor (JT), Alice Parry (AP), Cllr Dave Sheppard (DS).
Allotment Support Assistant - Donna Bushby (DB).

01/01/22 (1) **Apologies:** Mick Hirst.

02/01/22 (2) **Declaration of Interest**
JP declared an interest as a tenant on Barnsley Rd site.
JT declared an interest as secretary on Wood St site.
AP declared an interest as chair of South Street site.

03/01/22 (3) **Minutes of previous Board Meeting –6th December 2021.**
These were moved as a true record by JP and duly signed (electronically) by the Chairperson.

04/01/22 (4) **Matters Arising**
a) As per agenda.
b) Clough Bank Tree removal – DB to contact the contractor to arrange a date.
c) RMBC Improving Places Select Committee Meeting – the report was well received and the members were very happy with the progress made. There is some interest in Swinton allotments and JT has been in contact with the Neighbourhood Co-Ordinator.

05/01/22 (5) **Admin report – circulated to directors prior to meeting**
a) Couple of plot releases and lets done.
b) Kimberworth Park – site been broken into again. Meeting shed, containers and a brick shed have been damaged. The RAA will look into getting the container padlocks replaced and the brick shed. Society have advised they can repair the other damage. It was discussed regarding getting cameras for the site but not sure who could be responsible for them as they don't have a full committee set up. It was suggested that one of the directors attend the advertised AGM to offer support to the society or set a Zoom meeting up. The site was visited by the local PCSO in April but need to leave more signs for the site. DB to arrange with the secretary.
c) Queen St North – report of another metal shed being erected on a particular plot. JT to visit the site to have a look.
d) Director nomination received – DB to send application form.
e) Queen St South – response from site secretary received regarding complaint. JT to scan the letter and send to directors for consideration.
f) Rectory Field – DS advised that any available plots can be advertised via the Neighbourhood Co-ordinator.

06/01/22 (6) **Financial Matters**
a) 2021 report and accounts – it was suggested that we would be able to produce the report despite not having a treasurer. DB is the designated Financial Officer and the finance committee is independent to those directors who approve payments etc. The Treasurer director vacancy should be advertised to sites and on social media. DB advertised for a lay auditor but no response has been received. DB can continue to do the financial reporting until a treasurer is appointed. There is some paperwork that needs to be handed over from the past treasurer. AP will chase this up with AH.
b) Society re-imburement – it was discussed that any payments to societies must go through the society bank account to keep the transactions transparent and properly recorded.

- c) DB has started to compile the 2021 report. The issue is getting the accounts audited as we have not been able to appoint a lay auditor. It was suggested that we use the provision from VAR at a cost of £525. The benefit of this would be that any issues can be identified professionally.

07/01/22

(7) Transfer and Transitional arrangements RMBC to RAA (including SLA)

DB received a response from Andy Lee regarding the approval of the fees. Our solicitor needs it confirming from RMBC's solicitors. DB to contact solicitor for update.

08/01/22

(8) Society Update

As discussed in Admin Report.

09/01/22

(9) Sub-Committees

- a) **Finance (13.12.21)** – JP is drafting the Internet Banking section for the Financial Regulations. The budgets were agreed at the previous board meeting. An asset register will be produced to be included in the annual report.

10/01/22

(10) Maintenance Update

- a) **Rectory Field** – Community Payback have cleared a number of areas so need a skip for the non-organic rubbish. Directors authorised the skip. The shed is fully up. Good comments from tenants received. Once completed, need to look at moving them to another site. AP reported that tenants on South Street have been clearing the site so they don't need Community Payback.
- b) **Grass Cutting tender** – Not received much interest. DB has sent the information to a number of companies. DB to contact them to remind them of the tender deadline.
- c) **Burkinshaws** – need to organise when they can do the trial run on South Street. DB to arrange. JP mentioned a flooded area on Barnsley Rd site. This needs looking at before the path is completed. A French drain is possibly needed.
- d) **Moor Rd** – second quote has been submitted for the drainage works. Directors agreed to go ahead with this quote. DB to arrange and inform tenants.

11/01/22

(11) Future Actions

- a) JP is currently reviewing the RAA policies. The volunteer application with VAR needs discussing at the next maintenance committee meeting application and added to the volunteer policy when completed.
- b) Promotion of vacant plots – DB will advertise on Facebook / website.
- c) Language of website – it was brought to our attention at the RMBC meeting that the website needs to be in different languages to cater for more people in the area. DB to look into.

12/01/22

(12) Any Other Business

- a) JT advised he will be unavailable in February and March. It was discussed changing the times of the meetings but JT advised that he would still attend where possible.

13/01/22

(13) Agenda Items for next meeting

- As per this meeting
- Items for sub-committee meetings to be submitted to DB.

14/01/22

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

Maintenance sub-committee meeting – Monday 17th January 2022, 2pm.

Finance sub-committee meeting – Monday 24th January 2022, 2pm.

Board meeting – Monday 31st January 2022, 2pm.

BS thanked everyone for their attendance. The meeting was closed at 3.15pm.



Signed (Chair)