

# Rotherham Allotments Alliance

## Board Meeting No.82

Meeting Name:	Board Meeting No.82		
Minute Taker:	Jamie Calvert		
Date:	04/09/2023	Time:	13:00
Location:	Garden Room, Clifton Park		

### Attendees:

Directors: Brian Steele (BS) Chair, Mick Hirst (MH), John Palmer (JP), Mohammed Suleman (MS), Jack Taylor (JT), and Sue Jackson (SJ).  
Support Officer: Jamie Calvert (JC)

### Apologies:

Cllr Dave Sheppard (DS)

### 292/09/2023 (1) Apologies

Cllr Dave Sheppard (DS)

### 293/09/2023 (2) Declarations of Interest

JP declared an interest as a tenant on Barnsley Rd site.  
JT declared an interest as secretary on Wood St site.  
MH declared an interest as a tenant on Avenue Rd site.  
MS declared an interest as a tenant on Clifton site.  
SJ declared an interest as a tenant of Rectory Fields site.

### 294/09/2023 (3) Minutes of Previous Board Meeting 82 - 21/08/2023

These were moved as a true record by JT and duly signed (electronically) by the Chairperson.

### 295/09/2023 (4) Matters Arising

There were no matters arising.

### 296/09/2023 (5) Admin report

- a) The admin report was circulated to directors by email/paper copy on 04/09/2023 for review.
- b) JC recommended testing the use of colony to manage our complaints recording. Board agreed to proceed and implement if testing is successful.
- c) Compliant received about bees on Broom Valley Old. Agreed to refer complainant to the site society. RAA is supporting in relocation of the tenant with bees.
- d) There is an ongoing dispute over the access and land ownership of grazing land at White Lea Road. JT is arranging keys from network rail to allow access for further inspection by Directors and ASO.
- e) Agreed agenda for Shareholder/Tenant Forum on 19/09/2023 to be sent to all shareholders by email. JC to action 04/09/2023.
- f) Discussed current director vacancy. One application requested but none submitted. JP reported to board the current policy regarding director elections. Confirmed JP and JT must retire at next AGM although both can stand for re-election. The existing vacancy may be filled before the AGM as per Standing Orders.

- g) Discussed the Health and Safety policy. JP confirmed it does not currently refer specifically to asbestos and the board agreed it should be reviewed for inclusion in the next version. JP and MH to draft asbestos policy changes and present at next board meeting, 09/10/2023.
- h) DS sent apologies and so was unable to report back to the board their findings regarding FOI requests. Board agreed to postpone this until the next board meeting agenda, 09/10/2023.

#### **297/09/2023 (6) Financial Matters**

- a) The treasurer reported the balances of the RAA bank accounts; current account £51,312.85, Deposit account £24,378.22.
- b) Discussed budget projections and whether a review was necessary. It was agreed that SJ and JC will meet on 18/09/2023 to analyse accounts and begin preparation of budget for 2024/25/26. This is to include consideration for the impact of rent rises. Present to officers meeting on 04/09/2023 in advance of next board meeting.
- c) A penalty notice was received by post from HMRC for failure to submit corporation tax return for tax year 2021/22. JC to contact HMRC and investigate if genuine notice and then circumstances and any action required on behalf of the RAA. JC to contact 05/09/2023 and update officers as information becomes available.

#### **298/09/2023 (7) Maintenance**

- a) Moor Road – Drainage work has started. MH is overseeing the work and will confirm to ASO when it is completed.
- b) Avenue Road – Cockerel's issue causing complaints is to be moved forward. JC, BS, JT are meeting with RMBC enforcement officer on 13/09/2023 to discuss next step in enforcement action.
- c) Avenue Road – Encroachment notice letters sent to plot 6 and 38, 06/09/2023, recorded mail. JC to follow up on site visit 13/09/2023. The board considered the option of erecting a new fence between the Avenue Road site and neighbouring residential properties, where no fence currently exists. No action determined as it was noted a strategy would need to be agreed and costed before the board considers further.
- d) Rectory Fields – JC reported feedback from some tenants that they have withdrawn interest in forming a society to operate the site. SJ noted that some other tenants had also shown an interest and the issue is still open. BS advised JC to investigate booking a local venue to arrange a meeting for all tenants to discuss forming a society. JC to notify directors of arrangements.
- e) Vermin control – MH reported use of poison sacks is an improvement as wastage is reduced and baiting is easier. Requests have been made for new boxes and it was agreed to trial snap traps. It was noted by SJ that we have a budget surplus for pest control. JC and MH to coordinate ordering new stock. The board agreed it would be necessary to provide instruction on the proper use of snap traps.
- f) Grass cutting – several concerns have been raised with directors and ASO regarding lack of grass cutting. JC to contact Neil Archer at RMBC to discuss the contract schedule.

#### **299/09/2023 (8) Transfer and Transitional arrangements RMBC to RAA (including SLA)**

No Update – JC to contact solicitors for an update and report back to next board meeting, 09/10/2023.

#### **230/09/2023 (9) Society Update**

Broom Valley New have advised MH that they have a meeting with a councillor regarding the possibility of funding for improvement to the access road. Board agreed to wait for the outcome of the meeting to determine whether RAA support is required, including funding options if applicable. MH to update board at next meeting, 09/10/2023.

#### **231/09/2023 (10) Rotherham Show – 2nd & 3rd September 2023**

The Chair thanked all who attended to support the stall at the Rotherham Show and noted that it had been a successful event.

#### **232/09/2023 (11) Any other business**

None declared.

**233/09/2023 (12) Agenda items for next meeting**

- a) DS to return findings, clarifying FOI request requirements.
- b) Rotherham Food Network representative has been invited to attend to discuss RAA representation in their network

**234/09/2023 (13) Date of Next Meeting**

Board Meeting 82 - 09/10/2023 - 13:00 - Garden Room, Clifton Park

BS thanked everyone for their attendance. The meeting was closed at 3.00pm.

Signed  Date 26/09/2023  
\_\_\_\_\_  
Brian Steele (Chair)