

Rotherham Allotments Alliance

Board Meeting Minutes

Meeting Name:	Board Meeting - 88		
Minute Taker:	Jamie Calvert		
Date:	18 March 2024	Time:	13:00
Location:	Virtual Microsoft Teams		

Attendees:

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

Apologies:

Cllr Dave Sheppard (DS)

027/03/24 Apologies

- a. apologies received from Cllr Dave Sheppard (DS)

028/03/24 Declarations of Interest

- a. JP declared an interest as a tenant on the Barnsley Rd site.
- b. JT declared an interest as secretary on the Wood St site.
- c. MH declared an interest as a tenant on the Avenue Rd site.
- d. SJ declared an interest as a tenant of the Rectory Fields site.
- e. RW declared an interest as society treasurer on the Clifton site.

029/03/24 Minutes from the previous meeting

- a. An amendment was made to BM87 020/02/24 c. to clarify "The business plan does not require AGM approval."
- b. Board meeting 87 minutes were moved as a true record by (JP) and duly signed (electronically) by the Chairperson (BS).

030/03/24 Matters arising

- a. There were no matters arising.

031/03/24 AGM preparation

- a. The AGM agenda draft was discussed and the following points were raised:
 - i. Details of directors seeking re-election, (JP), (JT) and ratification, (RW), would be included on the agenda.
 - ii. Full details of motions would be included on the agenda rather than a separate document.
- b. The annual report will be summarised and an opportunity provided for questions (BS).
- c. The accounts will be summarised and an opportunity provided for questions to the treasurer (SJ).
- d. Policies and rules will be summarised and an opportunity provided for questions (JP).
- e. Members will vote on the introduction of policy changes and new policies.
- f. Policies and the business plan will be added in draft form to the website on 18/03/2024.
- g. It was noted that no shareholder questions have been received by the ASO in advance of the agenda being posted.

032/03/24 Any other business

- a. The requirement for a full audit and limits to the RAA option to disapply the requirement to appoint a qualified auditor were discussed. It was agreed that this should be researched in detail to ensure the RAA complies with regulatory requirements.

ACTION: refer this item to the next finance subcommittee meeting on 25/03/2024

- b. It was noted that the ASO and two members of the board had met with the current RAA insurer, Chris Knott Insurance. The insurer has advised that necessary changes to the way they offer insurance will affect the renewal offer concerning the cover of society sites. Further details will be provided by the insurer, and this will be discussed at the next finance subcommittee meeting.

033/03/24 Agenda items for next meeting

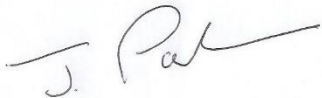
- a. Data Collection from tenants, shareholders and societies

034/03/24 Date of Next Meeting

- a. Board Meeting 89 – 08/04/2024 - 13:00 - Garden Room, Clifton Park

BS thanked everyone for their attendance. The meeting was closed at 2:15pm.

Signed



John Palmer

Date

08/04/2024