

Rotherham Allotments Alliance

Maintenance Sub Committee Minutes

Meeting Name:	Maintenance Meeting - 13		
Minute Taker:	Jamie Calvert		
Date:	29 April 2024	Time:	13:00
Location:	Virtual Teams Meeting		

Attendees:

Directors: Brian Steele Chair (BS), Mick Hirst (MH), Jack Taylor (JT), Sue Jackson (SJ).
Support Officer: Jamie Calvert (JC)

Apologies:

Richard Watson (RW)

M023/04/24 Apologies

- a. Richard Watson (RW)

M024/04/24 Declarations of Interest

- a. JT declared an interest as secretary on the Wood St site.
- b. MH declared an interest as a tenant on the Avenue Rd site.

M025/04/24 Minutes from the previous meeting

- a. Maintenance meeting 12 minutes were moved as a true record by (JT) and duly signed (electronically) by the Chairperson (BS).

M026/04/24 Matters arising

- a. There were no matters arising.

M027/04/24 Treasurer's update

- a. The treasurer (SJ) requested the maintenance committee agreed a budget forecast for the following 3 months. This was to include a timetable and itemised costing for any planned works.
- b. It was queried whether the maintenance committee will budget to spend the surplus funds in the reserve account or whether it will be reserved for emergency costs. It was agreed to reserve the surplus as an emergency fund and reviewed on completion of planned works.

M028/04/24 Review of assets and maintenance

- a. A discussion was had concerning the routine maintenance and legal checks required to operate sites and buildings safely. The following points were identified:
 - i. Fire extinguishers require routine maintenance and replacement.
 - ii. Electrical supply requires routine inspection.
 - iii. Portable electrical appliances require testing.
 - iv. Societies are required to assist with building access and checks.
- b. It was agreed that a single document to record all checks and inspections should be created to ensure compliance with legislation, aid budgeting and proactively reduce maintenance costs.

ACTION: ASO to create a working document and collate all historic information.

ACTION: Maintenance committee members to agree a schedule of visits with ASO assistance. (MH) and (JT) agreed to lead on the routine inspections.

M029/04/24 Any other business

- a. **Tracks and Paths.** It was noted that we have a number of sites requiring repairs to tracks and paths due to vehicle damage. It was agreed that once repairs are completed a notice would be sent to all tenants and posted on site gates regarding acceptable vehicle use on sites.
- b. **Waste.** It was noted that several waste issues are outstanding as follows:
 - i. Asbestos waste on multiple sites – ASO is requesting quotes for removal.
 - ii. Fly tipped tyres on Wood Street – ASO has arranged collection.
 - iii. Fly tipped waste on Psalters Lane.
- c. **Pest Control.** It was noted that pest control training has been requested by delegates from the Greasbrough site and the Broom Valley Old site. It was agreed that once training is completed, support would be offered to the delegates to manage the rodent control on their site.

A request was made by a tenant on St Leonards allotments to introduce pest control for rats. It was agreed to contact all tenants to enquire if they require a bait box on their plot. It was agreed to have future bait boxes branded with RAA details to help identify them and prevent theft. The cost of branding was authorised by the committee at £63+VAT for initial set up and 20p per box thereafter.
- d. **Plot clearance.** It was agreed that the ASO should acquire quotes from new contractors for clearance projects.

It was agreed that Psalters lane should be prioritised for clearance and redevelopment of the site. Quotes should also be obtained for fence installation on unprotected sections of the site.
- e. A request was made for spot welding at Kimberworth Site to secure the fence. It was agreed to proceed with quotes for this work.

A request was made for removal of old concrete posts on the Kimberworth site. The committee moved against this action as the posts are on the site boundary, removal would not be cost effective.
- f. It was agreed to contact the community groups on Rectory fields site to enquire if they could make use of the site hut, on the provision that they will take care of maintenance. It was agreed that the RAA would fund repair materials including wood treatment.

If the community group are not in favour of this proposal, the hut should be offered for sale. As a final resort, if no use or sale can be made for the hut, the hut shall be dismantled and disposed of.

M030/04/24 Agenda items for next meeting

- a. None

M031/04/24 Date of Next Meeting

- a. Maintenance Meeting 14 – 10/06/2024 - 13:00 – Virtual Teams meeting

BS thanked everyone for their attendance. The meeting was closed at 15:00.

Signed



Brian Steele (Chair)

Date

10/06/2024