

Rotherham Allotments Alliance

Maintenance Sub Committee Minutes

Meeting Name:		Maintenance Meeting - 14	
Minute Taker:		Jamie Calvert	
Date:	10 June 2024	Time:	13:00
Location:	Virtual Teams Meeting		

Attendees:

Directors: Brian Steele Chair (BS), Jack Taylor (JT), and Richard Watson (RW).
Support Officer: Jamie Calvert (JC)

Apologies:

M032/06/24 Apologies

- a. none

M033/06/24 Declarations of Interest

- a. JT declared an interest as secretary on the Wood St site.
- b. RW declared an interest as society treasurer on the Clifton site.

M034/06/24 Minutes from the previous meeting

- a. Maintenance meeting 13 minutes were moved as a true record by (JT) and duly signed (electronically) by the Chairperson (BS).

M035/06/24 Matters arising

- a. Noted that it was previously agreed (MH) would complete site H&S checks. (MH) has resigned from the board. It was agreed that the remaining subcommittee members will share the responsibility to complete checks.

M036/06/24 Ongoing works

- a. Broom Valley Old allotments – site hut has had a replacement roof and repairs to interior walls. Some work remains pending due to a leak in the toilet area. This will be completed once possible. Society Committee have confirmed the standard of work.
- b. Broom Valley New allotments – report that toilet door needs repair including handle. Agreed a director will visit the site to assess the work and agree suitable contractor if necessary.
- c. Clifton Allotments – A quote has been received to restore the flagstone path that has become unsafe. It was agreed to authorise the works due to the health and safety risks associated with trips and falls.
- d. Psalters Lane – The contractor failed to meet with ASO on 6th June to quote for plot clearance. ASO to contact and arrange additional quotes.
- e. Moor Road – weed killing has taken place on plots 17-18 to help prepare plots for let.
- f. It was agreed that the ASO should advertise for contractors interested in working with the RAA for future works. Free methods such as social media should be used first and ASO find costs for local press advertising for next meeting.

M037/06/24 Pest control

- a. It was noted that rat box baiting was unavoidably postponed from 5th June until 12th June.
- b. It was agreed that (RW) and (JC) be provided training for rodenticide management.
- c. It was noted that two delegates are currently completing the training for Broom Valley Old site and Greasbrough site. ASO to check with delegates regarding progress.

M038/06/24 Any other business

- a. Fire extinguishers – It was noted that fire extinguishers require routine checking and either a full test or replacement by 2025.
It was suggested that a training course may be available to allow RAA annual inspection of equipment. ASO to confirm.
- b. Electrical testing – It was noted that electrical testing of mains wiring is required in each site building with electricity, every 5 years. Next sites due will be in April 2026.
- c. RMBC have notified the RAA that a land survey is necessary on Hartley Lane site and that access is likely to be required. This is yet to be confirmed by the Ordnance Survey contact.

M039/06/24 Agenda items for next meeting

- a. None

M040/06/24 Date of Next Meeting

- a. Maintenance Meeting 15 – 22/07/2024 - 13:00 – Virtual Teams meeting

BS thanked everyone for their attendance. The meeting was closed at 1:30pm.

Signed  Date 22/07/2024

Brian Steele (Chair)