

Rotherham Allotments Alliance

Board Meeting Minutes

Meeting Name:	Board Meeting - 91		
Minute Taker:	Jamie Calvert		
Date:	01 July 2024	Time:	13:00
Location:	Clifton Garden House		

Attendees:

Directors: Cllr Brian Steele Chair (BS), John Palmer (JP), Jack Taylor (JT), Mohammed Suleman (MS) and Richard Watson (RW). Cllr Dave Sheppard (DS)
Support Officer: Jamie Calvert (JC)

Apologies:

060/07/24 Apologies

- a. None

061/07/24 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. MS declared an interest as a tenant on the Clifton site.
- d. RW declared an interest as society treasurer on the Clifton site.

062/07/24 Minutes from the previous meeting

- a. Board meeting 90 minutes were moved as a true record by (JT) and duly signed (electronically) by the Chairperson.

063/07/24 Matters arising

- a. It was questioned whether a meeting had been arranged with RMBC legal team as previously discussed. It was noted that a meeting has been scheduled on 09/07/2024: ASO and (BS) to attend.

064/07/24 Admin Report

- a. A question was raised about the control of Giant Hogweed on Moor Road Allotment site, as to whether it is reportable and how it should be controlled. A discussion was had and the following points were agreed:
ACTION: Contact RMBC to enquire whether it can be treated by them and added to our contract. Establish the cost for the next maintenance meeting or board meeting.
ACTION: contact all site tenants to ensure awareness.
- b. Complaints were discussed and the following points were agreed:
- c. **ACTION:** A letter will be sent to the Hartley Lane Allotment Society requesting a meeting regarding complaints received about the committee and society members conduct.
ACTION: ASO to generate a separate complaints report for board meetings, to include;
 - i. Breakdown of complaints per site by category for the current year
 - ii. Details of complaints received since the previous meeting
 - iii. Date reported to identify trends**ACTION:** ASO to update website to include compliments as well as complaints recording

065/07/24 Financial Matters

- a. The ASO reported the balances of the RAA bank accounts; current account £74,736.05, Deposit account £24,754.20.
- b. No questions were raised about the previously circulated financial documents including budget vs actuals, and spending since the last meeting.
- c. It was noted that the treasurer role is currently vacant and that no application has been received. The following points were agreed:
ACTION: Advertise the position via Voluntary Action Rotherham (VAR).
ACTION: Add the director vacancies to the agenda of the upcoming shareholder and society forums.
- d. **ACTION:** Advertise vacancies at the Rotherham Show
- e. It was noted that the health and safety budget should be reviewed by the finance subcommittee to ensure funds are sufficient for fire extinguisher replacement and electrical safety testing.
- f. It was noted that we have not spent or allocated a sufficient amount of funds to meet the budget requirements for 2024 and 2023 underspend. The following actions were agreed:
ACTION: ASO to contact societies regarding plot clearance budget and road repair needs.
ACTION: (BS) (JT) and ASO to visit all sites and produce a jobs list for each site to identify spend allocation.
ACTION: Obtain quotes/estimates for existing known issues, including track repairs

066/07/24 Maintenance

- a. The water supply at the Rectory Field allotment site was discussed as there are concerns that building works on the adjoining land have made the meter and supply inaccessible. Yorkshire Water visited the site but were unable to carry out further investigation without the landowner's permission.
The following actions were agreed:
- b. **ACTION:** Contact RMBC to check who owns the land and query the relocation of the water supply and meter. (ASO)
- c. **ACTION:** Contact the landowner and Yorkshire Water to agree access and investigate cost of redirection. (ASO)
- d. It was noted that a petrol strimmer has been purchased by Wood Street Society and the committee has offered to share ownership with the RAA. A discussion was held to cover issues of ownership, responsibility for maintenance and repair, insurance and training liability. The board decided that at it is not viable to fund or share ownership of the equipment without further consideration and policy.
- e. A request had been made by the society committee to make an amendment to the main access gate at Clifton allotments. This is to improve accessibility. It was agreed by the board that an adjustment could be made to improve accessibility to the lock.
- f. A query was raised regarding the qualified application of herbicides on allotment sites. It was agreed to investigate the cost of training a volunteer/director and compare this with the cost of contracting out.
ACTION: ASO to research training costs and methods. Report to next maintenance subcommittee meeting.

067/07/24 Transfer and transitional arrangements RMBC to RAA (including SLA)

- a. ASO confirmed that the solicitor has recently contacted us (12/06/2024) to confirm receipt of the draft lease and related documents. They will contact us again once the documents have been reviewed.

068/07/24 Policy reviews

- a. The draft site vehicle access document was reviewed, and it was agreed to move this to draft policy.
ACTION: Draft vehicle policy to be created and shared for next meeting (JP) & ASO.
- b. The Draft asbestos policy was discussed and it was agreed that this would be circulated to all directors for review before being brought to a final draft.
ACTION: Draft policy to be circulated for review (JP) & ASO.

069/07/24 Rotherham Show

- a. The Rotherham Show will be held on 7th and 8th September 2024. A discussion was had about the RAA representation at the show. It was noted that this would be a good opportunity to promote director vacancies. It was agreed that a competition would be held as at previous events.

ACTION: ASO to draft new signs, flyers, cards etc promoting the RAA for circulation to directors.

ACTION: ASO to collate details of size requirements and order branded polo shirts.

ACTION: (JT) to arrange competition and prizes.

070/07/24 Water Conservation

- a. A discussion paper was summarised and reviewed by the board. It was agreed that the information should be shared with tenants and supplemented with other available information.

ACTION: Produce a water usage document and add information to the website.

ACTION: Source other leaflets and support from Yorkshire Water and NAS for discussion at the next meeting

ACTION: Consider draft updates to the rules to reflect best practices for water use at the 2024 policy review.

071/07/24 Any other business

- a. A question was raised regarding the subcommittee quorum, requesting clarification. It was noted that the minimum number of directors present for a subcommittee is three. The ASO will circulate the RAA standing orders to directors on request. Alternatively, they can be viewed on the website.

072/07/24 Agenda items for next meeting

- a. None

073/07/24 Date of Next Meeting

- a. Board Meeting 92 – 12/08/2024 - 13:00 - Garden Room, Clifton Park

BS thanked everyone for their attendance. The meeting was closed at 15:20 pm.

Signed



Brian Steele

Date

12/08/2024