

# Rotherham Allotments Alliance

## Board Meeting Minutes

Meeting Name:	Board Meeting - 92		
Minute Taker:	Jamie Calvert		
Date:	12 August 2024	Time:	13:00
Location:	Clifton Garden House		

### Attendees:

Directors: Brian Steele Chair (BS), John Palmer (JP), Mohammed Suleman (MS) and Richard Watson (RW).  
Support Officer: Jamie Calvert (JC)

### Apologies:

Jack Taylor (JT), Cllr Dave Sheppard (DS)

### 074/08/24 Apologies

- a. Cllr Dave Sheppard (DS)
- b. Jack Taylor (JT)

### 075/08/24 Declarations of Interest

- a. JP declared an interest as a tenant on the Barnsley Rd site.
- b. MS declared an interest as a tenant on the Clifton site.
- c. RW declared an interest as society treasurer on the Clifton site.

### 076/08/24 Minutes from the previous meeting

- a. Board meeting 91 minutes were moved as a true record by (JP) and duly signed (electronically) by the Chairperson.

### 077/08/24 Matters arising

- a. It was noted that the invasive Giant Hogweed on Moor Road allotments had been assessed and treatment for eradication has begun. Tenants on site have been emailed to advise them not to enter the affected plot or allow entry by children or animals.
- b. It was noted that the secretary of Hartley Lane allotments had responded to the RAA regarding the arrangement of a meeting on site to discuss an ongoing dispute between some society members and the grazing site tenant.
- c. It was noted that preparation for the Rotherham Show is underway. (JT) will arrange the competition. The ASO will transport the display material to the show.

### 078/08/24 Admin Report

- a. It was noted that a meeting has been scheduled with RMBC representatives to discuss outstanding issues including the lease, outstanding legal issues and funds owed.
- b. It was noted that the SLA between RAA and RMBC specifies three meetings per year at fixed intervals at the request of RMBC.
- c. A request had been made for a director to attend and support the Barnsley Road and Wet Moor Lane site during a visit by an environmental health officer. No director was available to attend in the absence of the ASO.
- d. No update had been received from the RMBC legal team regarding the legal claim against the RAA.

- e. No response had been received from the RAA solicitor regarding an update request on the lease review.

#### **079/08/24 Financial Matters**

- a. The ASO reported the balances of the RAA bank accounts; current account £62,745.11, Deposit account £24,754.20.
- b. The 2024 budget vs actual report was reviewed and no questions were raised.
- c. It was noted that there are works outstanding but the ASO and relevant societies have had difficulties obtaining quotes for work.
- d. A suggestion was made that the finance budget be adjusted to include an allowance for training opportunities for society committees.  
**ACTION:** It was agreed that training requirements should first be discussed with society representatives at the society forum to establish needs.
- e. It was noted that the current annual insurance premium is due for renewal on 22/08/2024. A meeting was scheduled for 14/08/2024 with the insurer to discuss the new policy.
- f. It was noted that Yorkshire Water have advised that a new meter and supply will need to be installed to replace the Rockcliffe Road supply to Rectory Filed allotments. This would not be chargeable. This meter would need to be reconnected to the site supply at cost. It was the view of the board that this additional cost should be recovered from the current or previous landowner.

#### **080/08/24 Maintenance**

- a. It was noted that RMBC, the current grass and hedge cutting contractor, have indicated that they will review their service offer for 2025 and may not submit a tender for the contract.  
**ACTION:** It was agreed that this should be discussed at the society forum before renewing the contract due to previous requests from some societies to manage their maintenance.

#### **081/08/24 Transfer and transitional arrangements RMBC to RAA (including SLA)**

- a. No response had been received from the RAA solicitor regarding an update request (01/08/2024) on the lease review.

#### **082/08/24 Society update**

- a. Herringthorpe Valley Road – Two complaints have been received by the ASO from tenants unhappy with the termination of their tenancy. These complaints were referred to the society secretary and made aware of the RAA appeals process.
- b. Broom Valley Old – The nominated delegate for the pest control training has expressed concern about completing the examination. The board agreed that as the training is already paid for, the attempt should be made or if another delegate is willing, the ASO could make an enquiry to transfer the training.  
It was also noted that a meeting will be offered to the society committee to update them on the current legal claim against the RAA.
- c. Hartley Lane – A meeting is to be arranged regarding the grazing land tenants complaint. A complaint has been received via RMBC regarding the hedge on Clough Road obstructing the highway. The ASO will seek a contractor to trim the hedge back to the fence line.

#### **083/08/24 Asbestos policy review**

- a. The asbestos policy draft was distributed prior to the meeting and reviewed. No questions were raised. The board agreed that the final draft be made policy.

#### **084/08/24 Equality, Diversity and Inclusion**

- a. No issues were raised.

#### **085/08/24 Any other business**

- a. It was noted that annual site inspections had started for directly managed sites. An update was requested for the number of tenants put on notice as a result of the inspections.

- b. A suggestion was made to consider advertising for a regular contract for groundwork and general maintenance. It was agreed that this would need to be costed and a contract arranged with a suitably trained, qualified and insured contractor.

**086/08/24 Agenda items for next meeting**

- a. Society Support
- b. Director Vacancies

**087/08/24 Date of Next Meeting**

- a. Board Meeting 93 – 23/09/2024 - 13:00 - Garden Room, Clifton Park

BS thanked everyone for their attendance. The meeting was closed at 14:15pm.

Signed  Date 23/09/2024  
Brian Steele