

Rotherham Allotments Alliance

Board Meeting Minutes

Meeting Name:	Board Meeting - 98		
Minute Taker:	Jamie Calvert		
Date:	24 February 2025	Time:	13:00
Location:	Clifton Garden House		

Attendees:

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

Apologies:

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

012/02/25 Apologies

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

013/02/25 Declarations of Interest

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

014/02/25 Minutes from the previous meeting

- a. Board meeting 97 minutes were moved as a true record by (JP) and duly signed (electronically) by the Chairperson.

015/02/25 Matters arising

- a. There were no matters arising.

016/02/25 Admin Report

- a. It was noted that there are currently 33 vacant plots as a result of tenancy surrender and an additional 37 tenants are on notice of termination due to missed rent payments. The largest number of vacant plots will be on Avenue Road allotments with some plots potentially left in untenable states. It was suggested that if vacant plots remain after the waiting list is exhausted, plots are advertised using the local councillor newsletter, which is distributed to local residents.
- b. A discussion was had about the funds received by the RAA from the dissolved Avenue Road allotment society. The accountant had queried this payment and evidence of the source. It was noted that the board had previously agreed to hold the funds for 18 months from dissolution. If no new society forms the funds to be spent on site works. (Minutes 325/12/21) The funds have now been allocated to track improvements on the site.
- c. It was noted that the Barnsley Road site still has asbestos waste awaiting collection.

017/02/25 Financial Matters

- a. It was noted that VAR is carrying out a thorough audit of the accounts and the ASO has provided the requested information to date with the exception of Related Party Forms and the Trustees report, yet to be finalised.
- b. A question was raised regarding the limit to opting out
- c. Rents collected to date have been reconciled and notices sent to those outstanding.

- d. Two societies rents are yet to be received but both have confirmed a posted cheque.
- e. It was raised that sending rent invoices before January 1st is resulting in some tenants paying their next year's rent in the current financial year causing additional accounting work. It was suggested that a discussion be had regarding 2026 invoices when the full board is present to discuss the options and benefits.

018/02/25 Maintenance

- a. Gates have been stolen from the site entrance on Queen Street to the Woodside grazing land. The ASO had requested a quote and will distribute it urgently for director approval if it exceeds the emergency spending limit.
- b. It was noted that an enquiry was received regarding keeping geese on allotment grazing land and it was agreed by the board that this should be considered on a short lease of the Woodside grazing land.
- c. It was noted that a representative for the building works on Rockcliffe Road, bordering the allotments has been in contact with the ASO regarding the boundary issues and water supply.
Wave water have yet to respond to communications relating to terminating the water supply or any other outstanding water issues such as incorrect bills.
- d.

019/02/25 Transfer and transitional arrangements RMBC to RAA (including SLA)

- a. It was noted that PRH Solicitors had asked if the board would be willing to proceed with a licence rather than lease on the section of unregistered land at Hartley Lane allotments. The board agreed to this preliminarily on the basis that it affects only the term of the lease and does not adversely affect the wider lease or use of the site.
- b.

020/02/25 Society Update

- a. It was noted that the society at Wharf Road allotments may not have a sufficient number of committee members to meet their tenancy obligation of three. It was suggested that a meeting be offered to resolve this or if no other tenants were willing to stand the society would dissolve.

021/02/25 Follow up of minutes for Board meetings during 2024

- a. The following minutes were raised as outstanding for discussion by the board:
 - i. 023/02/24 New tenant support. This item was postponed due to director's availability. It was agreed that it would still be valuable work to resume.
 - ii. 068/07/24 a. Vehicle policy draft. The board voted in favour of proposing this policy at the AGM.
 - iii. 070/07/24 Water conservation update to allotment rules. It was suggested this is discussed at a future board meeting as any rules implemented must be informed by tenants and enforceable.
 - iv. It was noted that the resignation of the treasurer was not recorded in the Board Meeting Minutes. It was identified that the resignation was recorded in the Finance sub-committee meeting minutes (F040/06/24).

022/02/25 Any other business

- a. The RMBC legal team had requested a meeting with the RAA week commencing 24/02/2025. It was agreed that the ASO would meet with them and report back to the directors any outcomes by email.
- b. The AGM agenda was reviewed and it was noted that the water conservation policy should be added before publication.
- c. A discussion was had concerning the ongoing vacancies on the board of directors and what this could mean for the future of the RAA. It was suggested that this be discussed as an agenda point at the Annual Meeting of the Board after the AGM.

- d. It was noted that a meeting is scheduled for RAA and RMBC management to meet and discuss ongoing issues. It was suggested this should include the following points;
- i. Lease/licence arrangements
 - ii. Maintenance contracts and damage caused to fences
 - iii. Outstanding rent for grazing site – Wood Lee Road
 - iv. Sandy Mount Road allotments
 - v. Director vacancy – RMBC nominated
 - vi. SLA – Service Level Agreement expired
 - vii. Bassingthorpe Farm housing development
- regarding Greasbrough and Clough Bank allotments

023/02/25 Agenda items for next meeting

- a. AGM – including accounts and end of year report
- b. Outcome of meeting with RMBC
- c. Society review document (post AGM)
- d. Water conservation (post AGM)
- e. Director vacancies (Annual Meeting of the Board)
- f.

024/02/25 Date of Next Meeting

Board Meeting 99 – 17/03/2025 - 13:00 - Microsoft Teams Online

BS thanked everyone for their attendance. The meeting was closed at 15:09.

Signed



Brian Steele

Date

17/03/2025