

# Rotherham Allotments Alliance

## Board Meeting Minutes

Meeting Name:		Board Meeting - 101	
Minute Taker:		Jamie Calvert	
Date:	12 May 2025	Time:	13:00
Location:	Microsoft Teams Online		

Attendees:

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

Apologies:

### 047/05/25 Apologies

- a. none

### 048/05/25 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.

### 049/05/25 Minutes from the previous meeting

- a. Board meeting 100 minutes was moved as a true record by (JT) and duly signed (electronically) by the Chairperson.

### 050/05/25 Matters arising

- a. There were no matters arising.

### 051/05/25 Admin Report

- a. It was noted that several plots have recently been let and that there are still some plots to be let, including those still on offer.
- b. It was noted that an enquiry to apply for the grazing land on Woodside has been received. A request for tenant details has been sent.

### 052/05/25 Financial Matters

- a. It was noted that the balance of the current account is £55,820.81 and the reserve account £26,049.90.
- b. A summary of revenue and expenditure was provided. No questions were raised.
- c. It was highlighted that rent is outstanding for the Vicarage Fields Grazing site. This should be followed up with a notice if not paid.
- d. It was raised that an invoice was received for ASO May salary, but that it was incorrect as no calculation was made for the resignation of the ASO. This has been queried with RMBC and a credit requested.
- e. Forms were completed for the removal of (JC) from the bank account.

- f. Forms were completed for the application of a debit card for (BS) to allow for the continuation of service of the Microsoft account until a new ASO is appointed and added to the bank account.

#### **053/05/25 Maintenance**

- a. It was noted that improvement work on the tracks at South Street allotments has started and that road chippings were arranged through RMBC.
- b. Quotes have been received for the following works:
  - i. Greasbrough site waste clearance £2,550.00
  - ii. Lowfield Road site plot clearance £9,735.00
  - iii. Moor Road site waste clearance £4,629.00
  - iv. Highfield site waste clearance £1,270.00
  - v. Rectory Fields site water works £6,358.00The board agreed to authorise the work for Greasbrough, Moor Rd, and Rectory Fields site.
- c. It was noted that a request to disconnect the supply at Rockcliffe road has not been actioned by Wave and that this should be followed up once the work has been completed to extend the lower supply.
- d. It was agreed that the builder/land owner of the land off Rockcliffe Rd would be contacted on completion of the work to compensate the associated costs of disconnection and resupply.
- e. It was agreed that (JT) will be the nominated contact for the approved contractor.
- f. A quote was received for a storage container to be placed on Rectory Fields site as the existing container on Avenue Road has reached the end of its maintainable service. A discussion was had and it was agreed to request a new quote to have the container placed at Clifton Allotment Site. The board agreed to allow the society to store a lawn mower in the container and to retain the storage container as an RAA asset. (RW) will request a quote and arrange delivery on approval.

#### **054/05/25 Transfer and transitional arrangements RMBC to RAA (including SLA)**

- a. It was noted that an out of office response was recently received by the RMBC solicitor from the RAA appointed solicitor and that this will be followed up in two weeks.
- b. It was noted that the solicitors have suggested the lease is close to finalised for approval by all parties.

#### **055/05/25 Society update**

- a. A concern was previously raised that Wharf Road does not have sufficient committee members to remain constitutionally viable.
- b. **ACTION:** A request will be made for a list of committee members names and positions to confirm this issue is now resolved.

#### **056/05/25 Director's absence and attendance**

- a. It was noted that the director's code of conduct requires an apology to be submitted for all meetings not attended. It was agreed that apologies should be sent to the ASO in advance of any missed meeting.
- b. It was noted that RMBC have agreed to the appointment of a new director to the board. This will be finalised as soon as possible and the new director invited to the next board meeting.
- c. It was noted that an application has been submitted for a director and nominations have now been provided. The board will arrange an online meeting with the applicant.

#### **057/05/25 Society forum to be held Tuesday 20th May 2025**

- a. It was agreed that the following points would be added to the Society Forum agenda:
  - i. Legal agreement – Lease
  - ii. Water use and potential droughts
  - iii. Asbestos management
  - iv. Vacant director role
  - v. Society constitutions
  - vi. Tree inspection survey

- vii. Colony data management system trial

**058/05/25 Update on position concerning replacement of ASO**

- a. It is expected that the minimum timescale for recruitment of a new ASO is 8 weeks. The advertisement for the role will be posted on 12/05/2025.
- b. It was noted that the following directors will be responsible for each task:
  - i. PO Box collection (BS)
  - ii. Finance payments and accounting (RW)
  - iii. Lettings (JT)
  - iv. Emails (JP)
  - v. Meeting agendas and minutes (JP)

**059/05/25 Any other business**

- a. A meeting was held with RMBC officers covering the following points:
  - i. Sandy Mount allotments has a schedule of works prepared that is to be shared with the RAA and reviewed during a site visit with (BS) and the Green Spaces Manager.
  - ii. On completion of the work to the satisfaction of the RAA, the site will be leased to the RAA for management under the same terms as the general lease being agreed.
  - iii. There is a potential remaining balance of £600,000.00 ringfenced for allotment services. An agreement will be made on how funds will be accessed by the RAA.
  - iv. It was agreed that a tree inspection survey will begin as soon as possible. (BS) will co-ordinate this with the RMBC tree officer to allow access.
  - v. RMBC officers continue to investigate the letting of White Lea Road Grazing site and will feed back to the next meeting.
  - vi. A next meeting will be arranged for approximately 6 weeks time.

**060/05/25 Agenda items for next meeting**

- a. Insurance review
- b. Storage container arrangements

**061/05/25 Date of Next Meeting**

Board Meeting 102 – 09/06/2025 - 13:00 - Clifton Garden House

BS thanked everyone for their attendance. The meeting was closed at 14:35pm.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Brian Steele