

Rotherham Allotments Alliance

Board Meeting Minutes

Meeting Name:		Board Meeting - 102	
Minute Taker:		John Palmer	
Date:	09 June 2025	Time:	13:00
Location:	Clifton Park Garden House		

Attendees:

Directors: Brian Steele Chair (BS), John Palmer (JP), Jack Taylor (JT), Mohammed Suleman (MS) Nikki Heffron and Richard Watson (RW).

Apologies:

062/06/25 Appointment of New Director

The Board considered the application of Nikki Heffron. JP proposed the appointment to the Board following an informal interview on the 4th June 2025. This was approved and Nikki was welcomed as a director.

The chair also advised that RMBC nominated Councillors were – Linda Marshall and Dave Sheppard.

063/06/25 Apologies

None

064/06/25 Declarations of Interest

- JP declared an interest as a tenant on the Barnsley Rd site.
- JT declared an interest as secretary on the Wood St site.
- MS declared an interest as a tenant on the Clifton site.
- RW declared an interest as society treasurer on the Clifton site.
- NK declared an interest as a tenant on the Moor Road site.

065/06/25 Minutes from the previous meeting

Board meeting 101 minutes were moved as a true record by (JP) and duly signed (electronically) by the Chairperson.

066/06/25 Matters arising

- The status of works approved 053/05/25b were questioned. It was agreed that JT would check with the contractors to determine the current position.

067/06/25 Update ASO position

The Chair reported that the closing date had now passed, Applications received are being assessed and a short list agreed. Interviews are scheduled to take place on the 25th June. BS and JT would represent the RAA at the interviews as previously agreed.

068/06/25 Admin Report

- a) In the absence of the ASO – JT was dealing with all plot lettings and related matters. JP was dealing with all email queries. RW was dealing with ordering and invoice issues as well as any other financial related issues.
- b) RW to have the RAA phone during JT absence.

069/06/25 Financial Matters

- a) Treasurer gave an update on the current financial position.
- b) Outstanding invoice relating to RMBC final payment to ASO on leaving to be queried.
- c) Container for storage of vermin control materials and equipment to be sited at Clifton. The Clifton Society would have access to store their mowing equipment.

070/06/25 Maintenance

- a) Skip provision –
 - 1) Kimberworth Park – completed.
 - 2) Rosehill – pending.
 - 3) Barnsley Road – Wet Moor Lane pending delivery 13/6/25.
 - 4) It was agreed to ensure that societies were notified of list of what can and cannot be deposited in the skips.
- b) Tenant at Avenue Road had requested access via field gate – to be advised that this is not an option.
- c) Rectory Fields community Group representatives request for a meeting to discuss use of car park area. BS to arrange.
- d) Vermin issues at Scrooby Street – agreed JT would email all tenants to determine bait boxes required.
- e) New Broom – damage to plot holders fence caused by RMBC whilst strimming. To be discussed at RAA meeting with RMBC 27/6/25.
- f) Further interest in grazing site at Woodside, Swinton being pursued.
- g) Rotherham Food Network on-line meeting 19/6/25 – information to be passed to BS.
 - 1) High Street, complaint received concerning overall use of various plots and un-social behaviour. Agreed that a letter be sent to all tenants.
- h) Loss of tool shed key St Leonards, spares held in stock.
- i) Asbestos at Barnsley Road awaiting collection. Further consideration at next meeting.
- j) High Street, complaint received concerning overall use of various plots and un-social behaviour. Agreed that a letter be sent to all tenants.

071/06/25 Transfer and transitional arrangements RMBC to RAA (including SLA)

- a) Meeting with RMBC were now being scheduled on a regular basis. The next meeting was to take place on the 27th June.
- b) There was no further information concerning the lease.

072/06/25 Society Update

- a) Draft notes of the Society Forum held on Tuesday 20th May 2025 previously circulated were considered.

073/06/25 Insurance 2025

It was noted that the insurance renewal was the 21st August 2025. JP raised concerns with regard to the 'Wrongful Acts' section and whether this was adequate cover for any future complaint which could result in legal action. At what point do we need to notify insurer of a complaint. JP to seek clarification. The matter to be further, item for next agenda.

It was also noted that in the schedule of sites Clough Bank grazing was listed at 2.6 acres. This area needs checking if its part of lease and whether it is in use or can be? To discuss with RMBC

074/06/25 Any other business

- b) Interest in forming a society at Scrooby Street.
- c) Caravan at Avenue Road – notice to be served.
- d) Moor Road – Japanese knot weed identified on site. JT to arrange spraying.

075/06/25 Agenda items for next meeting

- Health and Safety Risk Assessments.
- Asbestos collection from sites

076/06/25 Date of Next Meeting

Board Meeting – Monday 7th July 2025 - 13:00 - Clifton Garden House

It was also agreed that all future scheduled Board Meeting in 2025 would be held in person in Clifton Park.

BS thanked everyone for their attendance. The meeting was closed at 3.00pm.

Signed _____ Date _____
Brian Steele