

Rotherham Allotments Alliance

Board Meeting Minutes

Meeting Name:	Board Meeting - 104		
Minute Taker:	John Palmer		
Date:	04 August 2025	Time:	13:00
Location:	Clifton Garden House		

Attendees:

Directors: Nikki Heffron (NH); Cllr Linda Marshall (LM); John Palmer (JP), Mohammed Suleman (MS) Cllr Dave Sheppard (DS) Jack Taylor (JT) and Richard Watson (RW).
Mick Hirst (MH) Coopted Director H&S attended for minute no 103/08/25 only.

Apologies:

Brian Steele Chair (BS),

Councillor David Sheppard took the Chair in the absence of BS.

Introductions took place to welcome new Directors to the meeting.

093/08/25 Apologies

As listed above.

094/08/25 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.
- NH declared an interest as a tenant on the Moor Rd site.
- MH declared an interest as a tenant on the Avenue Rd site.

095/08/25 Minutes from the previous meeting

Board meeting 103 of the 7th July 2025 minutes were moved as a true record by Directors and duly signed (electronically) by the Chairperson.

096/08/25 Matters arising

- There were no matters arising.

097/08/25 Admin Report

- No web page from the 25th July – this has also meant no incoming emails – RW currently working to reinstate. Subscription payment delays due to bank card issues.
- Outstanding rental payment from tenant of plot on Scrooby Street still to be resolved.
- Voluntary Action Rotherham – advised of options for plot in Greasborough or Rawmarsh areas – no response to date (possible because of email issues).
- APSE survey complete – annual state of the market survey.

098/08/25 Financial Matters

RW treasurer reported that the c/a £41376 and d/a £26049 as of 4/8/25.

Expenditure during the period included – water bills; phone, Moor Road plot clearance;

099/08/25 Maintenance

- a) Skip provision – Queen Street South = pending JT.
- b) Additional vermin control boxes to be provided to Scrooby St – during next visit 7/8/25.
- c) New Broom – JT commenced control of bind weed along fence line. No further information concerning RMBC dealing with trimmer damage to tenant's fence.
- d) Moor Road – plot cleared of rubbish and awaiting new tenancy. JT commenced treatment of giant hogweed and mayors tail.
- e) Herringthorpe Valley Road – repair to gate post Valley Road entrance – Directors agree to quote received and for work to commence asap.
- f) Vicarage Fields – entrance issues contractor who did original repair being contacted.

Commented [RS1]:

100/08/25 Transfer and transitional arrangements RMBC to RAA (including SLA)

RAA solicitor advised 14/7/25 'I confirm I am liaising with the solicitors in relation to the documents required to allow for completion. As soon as I have a further update, I will be in contact'.

101/08/25 Society Update

Significant discussion took place with regard to the recent disbandment of the Broom New Allotment society and the continuing disability discrimination claim made by two tenants on the site.

The following action was agreed: -

- a) The society representative would continue to gather tenant detail to enable transfer to the RAA colony data base.
- b) All rentals are currently paid to the end of the current year and all utility costs have been covered until the year end. Further consideration to be given to the transfer of service charges and other onsite details at a future meeting.
- c) Society representative has agreed to carry on with on-site grass, hedge cutting and toilet cleaning duties along with assisting with plot letting issues. JT/MH to complete a full site plot inspection, including a livestock issue, and a Health and Safety risk assessment will be completed.
- d) RMBC solicitor be advised to contact the claimant's solicitor to arrange a meeting with claimants to discuss reasonable adjustments. Meeting to held Clifton Park Garden room or Unity Centre. DS; NH; RW will represent RAA Board. It was felt inappropriate to consider compensation at this time.

102/08/25 Insurance 2025/26

The Board agreed that with effect from the 12/8/25 - ASO Charlotte Evans will be the point of contact for the RAA with our insurers Chris Knott Insurance. No change to the contact details RAA email, web and Telephone.

103/08/25 Health and Safety

- a) MH was welcomed to the meeting as co-opted Director with responsibility for Health and Safety and risk assessments. The Board approved MH's appointment as co-opted Director with responsibility for Health and Safety subject to a review at least every 12 months in line with rule 66 of the RAA Co-operative and Community Benefit Rules.

- b) MH explained that he would attend Board meetings as required for consideration of agenda items relating to this topic only.
- c) MH proposed that site inspections and risk assessments should be carried out between November 2025 and February 2026, in line with RAA policy. He would undertake this operation along with another representative from RAA. It was stressed that the visits would only assess the communal areas of the sites, but would draw attention to any particular risk observed on individual plots.
- d) That society administered sites need to be reminded of their obligation to carry out site inspections risk assessments and MH would assist in completing the inspection along with a society representative if requested. This be an item on the agenda for the October Society Forum.
- e) Safe working procedures for volunteers was another area MH mentioned that some equipment had been completed but needs revision.
- f) Asbestos removal to be considered further at the next meeting.
- g) PAC testing of electrical equipment needs to be undertaken.

104/08/25 Improving Places – 21st October 2025.

Chair (BS) advised that a report of RAA activities needed to be prepared for this date. Consider further at the September meeting.

105/08/25 RAA Policy review

Directors were informed that the annual policy review commenced at this meeting. The first step was for Directors to peruse the current policies, available on the web site (under 'our policies').

An item would be on forthcoming agendas to allow consideration of any proposed changes or additions to the policies.

The use of firearms on allotments was raised, need to determine if covered in existing policies or needs inclusion.

106/08/25 Shareholder Meeting – 16th September 2025.

It was noted that the annual Shareholder Meeting would take place on Tuesday 16th September 2025, 6.30pm in Unity Centre. Consideration was given to items for the agenda.

107/08/25 Rotherham Show – 6/7th September 2025.

It was noted that BS was in the process of organising a zoom meeting, on the 6th August, with organiser to discuss RAA involvement. A competition and seed exchange had been suggested.

108/08/25 Any other business

- a) Newspaper articles concerning use of statutory allotment land for housing purposes.
- b) Maltby Police matter concerning allotments – acknowledged that sites in this area were administered by Maltby Town Council.
- c) Overgrown plot on St Leonard's.

109/08/25 Agenda items for next meeting

- a) Improving Places – 21st October 2025.
- b) Policy review.

110/08/25 Date of Next Meeting

Board Meeting 105 – 1st September 2025 - 13:00 - Clifton Garden House – Pavilion Room

The Chairman thanked everyone for their attendance. The meeting was closed at 3.30pm.

Signed  _____ Date _____
Brian Steele