Rotherham Allotments Alliance
Board Meeting Minutes

Meeting Name:		Board Meeting - 105	
Minute Taker:		Charlotte Evans	
Date:	01 September 2025	Time:	13:00
Location:	Clifton Garden House – Pavilion Room		

Invited:

Directors: Brian Steele (BS) Chair; Nikki Heffron (NH); Cllr Linda Marshall (LM); John Palmer (JP), Cllr Dave Sheppard (DS) Jack Taylor (JT)
Mick Hirst (MH) Coopted Director H&S attended for minute no 122/09/25 only.
Support Officer: Charlotte Evans

Apologies:

Richard Watson (RW).
Mohammed Suleman (MS)

111/09/25 Apologies

As listed above RW & MS

112/09/25 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.
- NH declared an interest as a tenant on the Moor Rd site.
- MH declared an interest as a tenant on the Avenue Rd site

113/09/25 Minutes from the previous meeting 104 – 4th August 2025

- Board meeting 104 of the 4th August 2025 minutes were moved as a true record by Directors and duly signed (electronically) by the Chairperson (NH & DS)

114/09/25 Matters arising

- None

115/09/25 Admin report

A- Colony Subscription- it was agreed that this is to be renewed
B- Fire damage on allotment- RAA unable to take responsibility as per site rules. Fence damaged by Fire Brigade to be repaired ASO to arrange.
C- Caravans identified on site at Avenue Rd Allotments, notices to be issued by ASO.
D- ASO contact initiated to explore the involvement of Community Payback. ASO to follow up with an additional contact to progress arrangements. Suggestion of contacting Duke of Edinburgh Scheme if unable to proceed with Community Payback. Sites to be discussed at next board meeting.
E- Discussion held around current waiting lists. Site inspections to commence a site at a time to review tenancies. Waiting list to be reviewed and interest re confirmed with a view to offering to those on list where applicable. It was agreed that site inspections will commence at High Street to assess plot availability and offer suitable plots to those on waiting list.
F- Discussion around training for ASO. To make contact with DB re possibility of training for website, quickbooks, yearly invoicing.

116/09/25 Financial matters

Treasurer report confirms c/a £38,696.66 and d/a £26,049.90. Expenditure during the period included Skip, Computer maintenance, Annual RAA insurance, NAS refunds Clifton and Broom, Water Bills, Training Expenses for ASO, BVA historic water repair and BVO maintenance.

117/09/25 Maintenance

Action taken from meeting minutes 099/08/25:

A) Skip has now been provided Queen St South (Saturday 23rd)

B) Scrooby St Additional 20 Vermin Control boxes issued & control to commence Thursday 4th August

F) Vicarage Fields- contractor returned and made good, RW to inspect Thursday 4th September

G- RW to do vermin control Thursday 4th August with CE

H- RW has spoken with Matt Jepson who is to bring hut up to standard and has £100 for parts etc to be funded by Matt and re imbursed so as not to affect the BVO accounts. MH to inspect before re occupation.

ASO Admin maintenance

I- ASO and BS meeting with council 12th Sept- issues to be discussed re tree cutting/ when this can be done etc

J- Skips requested at Clough Bank and Wharf Road. Approval given by board for annual skip. ASO to arrange.

118/09/25 Transfer and transitional arrangements RMBC to RAA (including SLA)

To be raised in council meeting 12.09.25

119/09/25 Society update

A) A suggestion was made to issue an invitation to all Society Secretaries, encouraging their attendance at the upcoming Society meeting scheduled for 16th October.

120/09/25 Policy Review.

A- Firearms on allotments- to be reviewed/ discussed at shareholder meeting

B- Business Plan – last revised from February 2024.

C- Asbestos, Vehicle, Safeguarding and Complaints policies – all approved at AGM 25/3/25 minute no 008/01/25. Need the approval details adding to policies and moving from draft policy list on website.- to be discussed at shareholder meeting

D- Safeguarding – under responsibilities page 4 - ‘lead’ director and contacts need completion

E- A discussion was held regarding the existing termination policy, which is currently embedded within the customer agreement. It was agreed that the policy should be reviewed to determine whether it would be more appropriate as a standalone document. NH to undertake the review and prepare a draft version for consideration at a future meeting

121/09/25 Insurance 2025/26

- Insurance renewed – confirmation received via email 18.08.25

122/09/25 Health & Safety

A- Volunteer at Broom Valley Old to undertake work to rectify faults identified during recent health and safety inspection up to £100 preapproved. MH to inspect on completion.

B- A discussion was held regarding the use of traffic stoppers and combination locks on site, and whether these could impede emergency service access. Research confirms that emergency services are equipped with rescue kits, including bolt cutters, and would therefore be able to gain entry if required.

C- A discussion was held over Asbestos removal- ASO to gather up to date list of required asbestos removal. Quote to be obtained once full information received. Contractor at Ron Holl suggested to carry out this work.
D- PAT testing - Discussion re Kettles, microwaves etc needing pat testing- noted new appliances are already valid for a year so may be cheaper to replace (PAT tested)- applies to societies with community buildings. Circuits to be tested every 3 years- if own equipment in shed suggested its take home each day rather than left in sheds. – ASO to find out who has equipment in shed and what requires pat testing
E- It was noted that all fire extinguishers should be checked to ensure they are still within their valid service date.
F- MH offered assistance in completing health and safety assessments if/ where required (Nov '25- Feb '26)
G- MH Risk Assessments- Wood Street and Avenue Road arranged with JT.

123/09/25 Shareholders Meeting – Tuesday 16th September 2025 – 6.30pm Unity Centre.

A- Draft agenda has been set.
B- It was noted that the allotment policy is reviewed annually. The following items are to be included or clarified in the next review cycle; Firearms, Caravans, Alcohol use.
C- Director vacancies- 1 vacancy for a Director and one for a specialist Director
D- Notification of meeting to shareholders has been issued and added to website.

124/09/25 Improving Places – 21st October 2025

BS to speak to PH to see if a draft report if they are to draft a report on meeting 12th September.

125/09/25 Rotherham Show – 6th & 7th September 2025

- Preparation discussed.

126/09/25 Any other business

- A discussion was held regarding the potential purchase of a drone to assist with inspections of allotment plots that are not easily visible from public access points. Concerns were raised around regulatory compliance, safeguarding implications, and data protection. It was agreed to add this item to the next meeting agenda for further consideration. Quotes to be obtained for the alternative option of hiring a professional company to capture aerial images.

127/09/25 Agenda items for next meeting

A) Review of rentals
B) RW Proposal to set up website payment as a direct debit. To be discussed and agreed at the next meeting.
C) Build in to yearly agenda's re annual meetings

128/09/25 Date of next meeting – Monday 6th October 2025 – 1.00pm Clifton Park - Garden Room.

BS thanked all for their attendance, meeting ended at 4:05pm

Signed B Steele Date 06.10.25

Brian Steele