

# Rotherham Allotments Alliance

## Board Meeting Minutes

Meeting Name:		Board Meeting - 108	
Minute Taker:		Charlotte Evans	
Date:	08 December 2025	Time:	13:00
Location:	Clifton Pavilion Room		

Invited:

Directors: Brian Steele Chair (BS), John Palmer (JP), Jack Taylor (JT), Mohammed Suleman (MS), Richard Watson (RW), Cllr Dave Sheppard (DS), Mick Hirst (MH) Coopted Director H&S attended for item number 16 only  
Support Officer: Charlotte Evans

Apologies:

Matt Jepson (MJ), Nikki Heffron (NH), Cllr Linda Marshall

### 1) Apologies

As above

### 2) Declarations of Interest

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

### 3) Minutes from the previous meeting

Board meeting 107 minutes were moved as a true record and duly signed

### 4) Matters arising

RW has placed an order for new rat poison. There is a requirement to change the type of poison currently being used. An audit has been completed to identify which boxes can accommodate the new poison. RW to take action on implementation

### 5) Admin report

- x3 new tenants at Greasbrough following successful viewings
- MJ now completed vacant plot clearance work on High St, Greasbrough and currently working on Rectory Fields. ASO to contact potential new tenants on waiting lists.
- High St plots all now filled apart from one, awaiting viewing.
- Notice received for two tenants (Moor Road and Greasbrough)
- Water leak discussed at Greasbrough- Leak stopped but repair required, JT to contact MJ

### 6) Financial matters

- Treasurer report confirms c/a 32809 d/a 26221.
- Expenses include; Royal Mail PO Box, Training, Fence Repair (Wharf Rd), NAS reimbursement (Hartley Lane & Broom Valley New) and Greasbrough waste clearance (flytipping and plot clearances)

b. RW confirmed that some items from the 2024 budget were billed in 2025 and should be deducted from 2024 budget.

c. Audit of accounts for 2025. To be discussed further in officers meeting 17.12.25. ASO to contact VAR to find out when information required by and send Related Party forms to all directors for completion.

## **7) Maintenance**

a. JT raised a query regarding the stock of keys, noting that supplies are running low. Agreed by all for JT to order the necessary quantity

b. South St is querying if they can have a combination lock. JT has sent photo to Secretary and is awaiting further instruction on whether to proceed.

c. JT raised concern of not being able to access a plot at Rectory Fields on recent inspection. ASO to contact tenant to ensure plot accessible, to be re inspected in 6 weeks.

## **8) Review of rentals**

a. It was agreed that there will be no price increase for 2026 rent. Direct Managed sites to remain at 29.35 pence per square metre, Society A to remain at 29.03 pence per square metre and Society B to remain at 26.35 pence per square metre. The Board have reached this decision due to a number of factors – for part of 2025 there has been no ASO in place, due to technical issues there were periods when both emails and website were unavailable to shareholders, the Board not reaching its full complement of Directors has led to delays in completing duties in the absence of the ASO and administrative issues during 2024 period when issuing invoices.

b. To meet its legal obligation, the Board agreed that rent for all plots may increase by up to 5% in 2027 due to uncertainty around rising operating and maintenance costs. This increase will place plot rent at for Direct Manage Sites between 29.35 pence and 30.82 pence per square metre, Society A between 29.03 pence and 30.48 pence per square metre and Society B between 26.35 and 27.67 pence per square metre

c. JP raised query over rental calculations, it was agreed that future rental calculations will be rounded to two decimal places.

d. Livestock was discussed and JP confirmed rules to be included in rental letter as a reminder to tenants. Tenants must register any captive birds with DEFRA (only hens, rabbits, and bees are permitted). This is the responsibility of the tenant to register, with a fine of £5000 if not registered. Any other livestock must be removed as soon as practical. Livestock only permitted after 12 months of tenancy following application to RAA to keep livestock.

e. Discussion took place around definition of Society A and Society B sites. It was agreed by all for this to be reviewed and re evaluate classification of A and B sites once RMBC lease has been signed.

f. It was confirmed that Society 2026 rentals are to be paid by 9<sup>th</sup> February to qualify for the 10% discount. Direct managed tenants to be paid by this date also.

g. ASO raised concern about the inaccessible water meter at Rectory Fields (Rockcliffe Rd), making it impossible to accurately bill usage. It was agreed to charge the same amount billed in 2024 until the issue is resolved.

## **9) Transfer and transitional arrangements RMBC to RAA (including SLA)**

a. Draft lease has been reviewed by Directors, it was agreed that there is still a lot of work to be done regarding the lease and its contents. MS to email points of concern to directors for consideration. JP noted concerns to query.

## **10) 2026 Calendar Dates**

a. Meeting dates subject to room availability agreed as follows:

AGM Tuesday 24<sup>th</sup> March

Society Forum Tuesday 19<sup>th</sup> May

Shareholder Tuesday 15<sup>th</sup> September

Society Forum- Tuesday 13<sup>th</sup> October

b. Board meetings confirmed for 2026- second Monday of each month- three in person, three online, review after six months. ASO action to book meeting rooms

**11) Edit of contact details on letterhead remove phone number**

- a. it was agreed by all that mobile phone number to be removed from correspondence and that email should be encouraged where possible in line with RMBC procedures.
- b. It was agreed that complaints should be submitted online, as per current RMBC procedure.

**12) Tenant support, tenant survey and leavers survey**

- a. BS working on this. MH working on booklet for new tenants.

**13) Annual Report for 2025**

It was confirmed that JP working on Annual Report. JP to reach out to relevant parties for their input where necessary. Financial report- RW and ASO dealing.

**14) Directors Re Election**

It was confirmed that one-third of elected directors must retire on rotation at the AGM, these directors may stand for re-election if they wish. It was agreed this would be JP, JT and RW. Requirement to notify board by end of January if they wish to stand for re election.

**15) Society update**

- Feedback received from four societies regarding the discussion paper.

**16) Health & Safety**

- MH has distributed a draft First aid advisory document to directors for review. MH recommends each plot holder has their own first aid document. Discussion took place around whether first aid box should be on site for a society, it was agreed by majority that is not practical for societies to maintain a communal first aid box because availability cannot be guaranteed. Would be responsibility and good practice of individual tenant to have their own.
- It was agreed that an Asbestos audit is to be carried out by MH, JT and RW on directly managed sites to begin 10.12.25
- MH confirmed dynamic risk assessments have been done on the plot clearance work prior to commencement by MJ.

**17) Any other business**

- It was agreed that Policy item is to be added to agenda for next meeting when NH present.
- RW confirmed a meeting is due to take place with Yorkshire Water to discuss potential works being done at Clifton– update to be provided following the meeting.

**18) Agenda items for next meeting**

- Policies
- RAA website
- Business Plan

**19) Date of next meeting**

Monday 12th January ASO to book meeting room

**Meeting closed at 15:31 by BS**