

Rotherham Allotments Alliance

Annual General Meeting Minutes

Meeting Name:	Annual General Meeting 2025		
Minute Taker:	Jamie Calvert		
Date:	25 March 2025	Time:	18:30
Location:	Unity Centre, St Leonards Road		

Attendees:

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

Apologies:

Cllr Dave Sheppard (DS)

001/01/25 Apologies

- a. Apologies were received from Cllr Dave Sheppard (DS)

002/01/25 Chairperson's address

- a. The chair formally thanked all Directors for their efforts during 2024. Specific mention was given to thank the efforts of volunteer action completed by members across sites. Special thanks were given for the commitment and support of society committee members. The Chair acknowledged the ongoing work of the Allotment Support Officer.
- b. The chair highlighted the Board's disappointment that the lease has not yet been approved and finalised. An explanation was given to the most current delays related to land registry. It was also noted that due to allotment land sales, this would affect the availability of potential funds for the authority to improve sites new and old across those operated by the RAA. A commitment was made to share further information with members and societies as it becomes available.

003/01/25 Minutes from the previous meeting

- a. The AGM 2024 minutes were moved as a true record by Mick Hirst (MH) and duly signed (electronically) by the Chairperson.

004/01/25 Matters arising

- a. There were no matters arising.

005/01/25 Board members – election and appointment of Directors

- a. Brian Steele (BS) stands for re-election. As there were no further nominations, the meeting approved the reappointment.
- b. Mohammed Suleman (MS) stands for re-election. As there were no further nominations, the meeting approved the reappointment.
- c. It was noted that the board has capacity for new directors and that the stability of the RAA will rely on new appointments. It was requested that any interested members speak with the ASO to express their interest.

006/01/25 Annual Report

- a. The annual report had been circulated electronically to those registered as attending before the meeting. Physical copies were made available for review in the meeting. The following points were summarised by the Chair (BS) and considered:
 - i. Site Statistics – A summary of the site statistics was presented with an explanation of the vacancies. An explanation was given for the number of plots listed as unlettable or decommissioned.
 - ii. Principal achievements and challenges – It was noted that the most significant challenge presented in 2024 was waste management, including historic and hazardous waste. It was acknowledged that this has resulted in a review of the budget due to the increasing costs of waste removal.
It was also noted that urgent repairs and security improvements had presented additional costs.
It was noted that the RAA lease from the RMBC has not been finalised and that is a frustration to both parties as it was anticipated that this would be resolved in 2025. Despite these challenges, it was acknowledged that achievements have still been possible due to improved engagement and efforts of the Directors, Societies and all Shareholders.
 - iii. Summary of works completed – an explanation of works completed was given with additional detail offered to highlight the scale of the achievements. It was noted that these works have received positive feedback from members.
 - iv. Directors and attendance – A summary of changes to the board over 2024 was given, highlighting the current vacancy.
 - v. Policy review and amendments – An introduction of the draft policies was given, highlighting that these policies are available on the RAA website and on request.
 - vi. Future Plans – It was noted that plot clearance remains a priority to enable maximum cultivation across sites. This includes the removal of a significant amount of waste left by exiting tenants.
It was also noted that path maintenance is an ongoing priority. The cost of upgrading paths on sites continues to increase and this will affect the scale of the planned improvements.

007/01/25 2024 Accounts

- a. A summary of the accounts overview was provided by (RW), treasurer. This included reference to key areas of spending and the 2025 budget. It was noted that the financial accounts are in good health and continued careful management of funds would follow. The meeting approved the annual accounts as prepared by Voluntary Action Rotherham.

008/01/25 Policies and rules

- a. A brief overview of the proposed changes to the complaints policy was given by (JP). Three new policies were introduced with a summary of content. It was noted that the policies have been available for review in draft on the RAA website. Attendees were invited to ask questions.
- b. The following policy amendments/introductions, detailed in the annual report, were considered:
 - i. Asbestos Policy NEW
 - ii. Safeguarding Policy NEW
 - iii. Vehicles Policy NEW
 - iv. Complaints policy amendmentsThe meeting approved the adoption of the listed amendments/introductions.

009/01/25 Motion 1

- a. The following motion was considered:
This annual general meeting agrees for the RAA to continue to disapply the requirement to appoint a qualified auditor. An independent examination of accounts will be completed by appointed Lay Auditors.
The motion was duly carried.

010/01/25 Motion 2

- a. The following motion was considered:

This annual general meeting agrees to continue the subscriptions of NAS membership for every shareholder (registered tenant) to be funded from the revenue account and this will be reviewed at every AGM. To ensure membership of NAS, all shareholders must be registered with the RAA.

The motion was duly carried.

011/01/25 Motion 3

- a. The following motion was considered:

This annual general meeting agrees for the RAA to introduce a fee of £10.00 to rent invoices where payment is made later than the date specified by the invoice payment terms (40 days from invoice date). This fee will be used to cover postage and general administration costs associated with processing late payments and reinstating lapsed tenancies.

The motion was duly carried.

012/01/25 Shareholders questions

- a. A question was raised regarding the grass and hedge cutting contract with RMBC. It was noted that due to timescales and the alternative options requiring further consideration and guidance, the contract will continue with RMBC. Members were informed that the invoice for 2024 grass cutting is in dispute due to missed cuts and that this is being negotiated with RMBC

BS thanked everyone for their attendance. The meeting was closed at 7:45pm.

Signed _____

Brian Steele (Chair)

Date _____