

Rotherham Allotments Alliance

Board Meeting Minutes

Meeting Name:	Board Meeting - 106		
Minute Taker:	Charlotte Evans		
Date:	06 October 2025	Time:	13:00
Location:	Clifton Garden House		

Attendees:

Directors: Brian Steele (BS) Chair; John Palmer (JP), Mohammed Suleman (MS) and Richard Watson (RW), Mick Hirst (MH) Coopted Director H&S attended for item 140/10/06 only
Support Officer: Charlotte Evans

Apologies:

Jack Taylor (JT), Cllr Linda Marshall (LM), Nikki Heffron (NH), Cllr Dave Sheppard (DS), Alexandra Hart RMBC Food Network

129/10/25 Apologies
See above

130/10/25 Declarations of Interest

- a. JP declared an interest as a tenant on the Barnsley Rd site.
- b. MS declared an interest as a tenant on the Clifton site.
- c. RW declared an interest as society treasurer on the Clifton site.
- d. MH declared an interest as a tenant on the Avenue Road site.

131/10/25 Minutes from the previous meeting

- a. Board meeting 105 minutes were moved as a true record and duly signed (electronically) by the Chairperson.
- b. An error was noted in the September 2025 Shareholder minutes regarding fence heights. While it was previously discussed and agreed at a board meeting that fence heights must not exceed 4ft, this amendment was not formally added to the site rules. To rectify this, the proposal will be put forward at the upcoming AGM for inclusion as a formal policy amendment.

132/10/25 Matters arising

- a. There were no matters arising.

133/10/25 Admin Report

- a. A total of 9 plots were tenanted during September
- b. MJ Director application approved by the board. Further meeting to be arranged.
- c. Quotes for drone hire were reviewed. It was agreed that purchasing a drone may be more cost-effective in the long term. ASO to obtain quotes for purchase.
- d. It was agreed by all to proceed with the purchase of a new mobile phone. ASO to obtain prices.
- e. Further organisation of the volunteer group will take place once the relevant policy changes have been implemented.
- f. A discussion was held regarding the process of obtaining plot sizes. It was suggested that an online system- GIS Digital mapping- may be available to access this information more efficiently. ASO to contact the RMBC contact to explore this option.
- g. ASO to arrange additional training with DB

134/10/25 Financial Matters

- a. Treasurer report confirms c/a £36,795.49 and d/a £26,221.30
- b. Expenditure during the period of September included NAS reimbursement for Queen St South and Vicarage Fields, Colony Annual Subscription, Skips for Clough Bank and Wharf Rd.
- c. Budget- RW & ASO to obtain
- d. ASO to make enquiries regarding the potential fitting of smart meters to improve monitoring and billing accuracy.

135/10/25 Maintenance

- a. A site visit has been booked with RMBC to review ongoing issues at Psalters Lane.
- b. Several reports have been made of overgrown trees (Kimberworth Park, Rectory Fields, Queen St(footpath to Wood St), Wharf Rd)- ASO liaising with RMBC and site secretary of Kimberworth Park re ongoing issue. BS to follow up with RMBC re tree cuts and arrange inspection of trees.
- c. A question was raised regarding a fly tipping report at an old plot on Scrooby Street, Greasbrough. As it is understood that this plot does not fall under RAA responsibility, the matter will be raised at the next meeting with RMBC for clarification.
- d. A question was raised regarding waste being dumped outside the Rosehill allotments. It was agreed that this area does not fall under RAA responsibility, which is limited to the boundaries within the allotment site.
- e. Meeting to be arranged with the contact for Community Payback work. Suggestion of work to start at Highfield.
- j. A quote of £250 for rubbish removal at High Street has been obtained and approved by all. ASO to arrange for the work to proceed.

136/10/25 Review of Rentals

- a. An additional meeting will be arranged to continue discussions and address.

137/10/25 Transfer and transitional arrangements RMBC to RAA (including SLA)

- a. Still ongoing

138/10/25 Society Update

- a. Society meeting 14.10.25

139/10/25 Policy Review

- a. Volunteer Group- Current policy states volunteers can work on site they are on. To be put forward as a policy change so that volunteers can work on other sites.
- b. Consideration was given to a discussion paper, previously circulated, proposing a consultation exercise with Society administered sites concerning possible changes to society administered sites tenancy agreement. It was agreed that this would be discussed with society representatives at the Society Forum on the 14th October, and then be formally circulated to societies seeking formal consideration and comments.- It being proposed that the existing 10% rental discount for Allotment Societies be made conditional upon the following criteria: The Society must have a current constitution in place, The Society must notify RAA of its Annual General Meeting (AGM) dates, The Society must provide regular updates to tenancy records.
- c. It was noted that the current Safeguarding Policy does not include a designated safeguarding contact. BS to liaise with potential candidate(s). ASO to contact RMBC for Local Authority safeguarding contact.

140/10/25 Health & Safety

- a. MH & JT carried out Health & Safety inspections at 4 sites. Report of a broken shed at Rosehill, tenant to repair.
- b. It was confirmed that individual societies are responsible for the PAT testing of their own electrical items. Mains electrical testing is covered by the RAA. Compliance with these requirements is necessary to meet insurance obligations. ASO to contact the contractor regarding mains electrical testing where due.
- c. Asbestos discussion- A list has been compiled by the ASO identifying sites where asbestos has been reported. RW and MH will visit sites to assess. The ASO will also make enquiries with a suitable company to arrange safe collection and disposal in line with regulations.
- d. Any work carried out by the volunteer group will require a risk assessment to be completed beforehand. MH, along with one other individual, will be conducting these assessments.
- e. BS to enquire re available training courses for Volunteers.

141/10/25 Any other business

No items raised

142/10/25 Agenda Items for next Meeting

- a. Policies
- b. 2026 calendar dates
- c Finance and Maintenance committee

143/10/25 Date for next meeting

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BS thanked everyone for their attendance. The meeting was closed at 16:01.

Signed  Date 03.11.25
John Palmer