

# Rotherham Allotments Alliance

## Board Meeting Minutes

Meeting Name:	Board Meeting - 110		
Minute Taker:	Charlotte Evans		
Date:	09 February 2026	Time:	13:00
Location:	Microsoft Teams Online		

Invited:

Directors: John Palmer (JP), Cllr Brian Steele (BS) Jack Taylor (JT), Mohammed Suleman (MS), Richard Watson (RW), Cllr Dave Sheppard (DS), Nikki Heffron (NH), Cllr Linda Marshall  
Support Officer: Charlotte Evans

Apologies:

Matt Jepson (MJ), Mick Hirst (MH) Coopted Director

**198/02/26**      **Apologies**  
As above

**199/02/26**      **Declarations of Interest**

- JP declared an interest as a tenant on the Barnsley Rd site..
- RW declared an interest as society treasurer on the Clifton site.
- JT declared an interest as a secretary on the Wood St site
- MJ declared an interest as a tenant on Broom Valley Old site
- MS declared an interest as a tenant on the Clifton site
- NH declared an interest as a tenant on Moor Road

**200/02/26**      **Minutes from the previous meeting**  
Board meeting 109 minutes were moved to a true record.

**201/02/26**      **Health & Safety**  
Postponed to next meeting with MH in attendance.

**202/02/26**      **Matters arising**  
There were no matters arising

**203/02/25**      **Admin report**

- ASO confirmed 7 new tenants and 6 tenancy surrenders for January
- ASO confirmed still working through tenant payments in
- ASO confirmed a request had been submitted to Wave to transfer Broom Valley Old water supply to RAA. Electricity to be transferred or cut off. RW advised that he had been looking at other options, as there is currently a daily standing charge. RW and ASO to review potential new tariff.
- ASO confirmed the first meeting for High Street forming a Society was successful, with a further meeting scheduled for a months time.

## **204/02/26 Financial matters**

- a. Treasurers report confirms c/a balance of £43,365 and d/a 26,221
- b ASO and RW have a meeting with VAR 17.02.26 for final items required for independent review. A £290 loss was reported for 2025.

## **205/02/26 Maintenance**

- a. ASO advised that a skip had been requested for Herringthorpe Valley Road. This was approved by all.
- b. ASO advised that a tenant at Lowfield had been in contact regarding an adjoining decommissioned plot, was advised a year ago a contractor would be coming in. Due to changeover in ASO appears to have been missed. ASO confirmed MJ had offered to strim back the plot to prevent further delays. It was agreed that once Community Payback work at Highfields complete, we would look to suggest Lowfields as the next project.
- c. ASO confirmed worked on Highfields by Community Payback has commenced, a skip will be required in around a months time. It was agreed that a large skip should be provided and collected on the same day to prevent additional unauthorised items being added.
- d. Tenant at High St had taken on plot with large amount of rubbish, has cleared the majority but struggling to remove the remaining items. JP suggested since this site is in the process of forming a society, we could look to provide the annual skip on site to allow clearance of this and additional items- skip was approved by all. ASO to contact High St temporary appointed Secretary to discuss.
- e. It was confirmed that work had began for the project at Rectory Fields. Mini digger had been booked for 2 days, however 2<sup>nd</sup> day has had to be postponed due to the weather. It was suggested that a bigger digger may be required to complete the work more efficiently and potentially look to repair path up to the allotment also. JT and RW to arrange meeting.
- f. ASO advised that a lock replacement was required at Herringthorpe Valley Rd. JT to arrange.
- g. ASO advised that a skip had been requested by Herringthorpe Valley Rd site. It was approved by all for the society annual skip to be provided.
- h. RW advised Yorkshire Water had been in contact again regarding the work at Clifton Site. One project to go ahead.

## **206/02/26 Policies**

- a. JP confirmed proposed changes to existing policies (Vehicle policy, building and structures, firearms and volunteer policy.
- b. Point was raised of whether there should be a clause under firearms for use for pest control. It was agreed that the firearms policy should be clear that they are not permitted on site in any circumstances.
- c. NH went through proposed inspection policy. It was noted that an amendment would be made to show inspections are to be carried out by any two board members and or ASO.
- d. NH raised suggestion that livestock should be checked as part of the inspection. It was agreed that it would not be possible to check every plot for livestock housing/ care however any concerns noted should be reported through the appropriate channels ie RSPCA.
- e. Discussion took place around new policy guidance for maximum fence height. It was agreed that this would be applicable to any new tenants. Historic fixtures / sheds can remain as long as they are safe.
- f. NH to revise above items and distribute to all directors for further review.

## **207/02/26 AGM**

- a. AGM agenda reviewed- items to be added / removed are: Add in Policies and Rules, remove motion 3 and amend to Society Tenancy agreement under motion 3.
- b. To be added in as a shareholder question- Winter water shut off

**208/02/26 RAA Website**

-ASO advised quote obtained for £120 for initial hour of website training to cover basics with a view to more training if required. Quote approved by all. ASO to make arrangements for training for ASO, MJ and possibly JT. NH asked whether training could be recorded to keep on recorded, ASO to check.

**209/02/26 Business Plan**

JP suggested a business plan for 2026-2030 is created with input from all Directors with a view to taking to 2027 AGM. It was agreed that the plan would be reviewed.

**210/02/26 Transfer and transitional arrangements RMBC to RAA (including SLA)**

JP confirmed that list of concerns/ suggested amendments had been put to RAA solicitor which is still being reviewed. Awaiting further update from our Solicitor.

**211/02/26 Annual Report for 2025**

JP confirmed the Annual Report for 2025 is near complete, awaiting the addition of plot stats from ASO, Treasurer's budget and VAR independent financial report.

**212/02/26 Directors Re Election**

ASO confirmed receipt of JP, RW and JT request to be reconsidered for the position of a Director.

**213/02/26 Society update**

- a. Discussion paper responses reviewed
- b. It was confirmed that details are included within the Society agreement as to what societies are responsible for. RAA responsible for structural fences/ gates.

**214/02/26 Any other business**

RW confirmed use of new vermin control

**215/02/26 Agenda items for next meeting**

- a. AGM Agenda
- b. Annual Report
- c. Policies

**216/02/26 Date of next meeting**

Monday 9th March at Clifton Garden Rooms.

Signed



Brian Steele

Date

09.03.26