

Rotherham Allotments Alliance

Board Meeting Minutes

Meeting Name:		Board Meeting - 114	
Minute Taker:		Charlotte Evans	
Date:	08 June 2026	Time:	13:00
Location:	Microsoft Teams Online		

Invited:

Directors: Brian Steele Chair (BS), John Palmer (JP), Richard Watson (RW), Jack Taylor (JT), Cllr Linda Marshall,
Support Officer: Charlotte Evans

Apologies:

Matt Jepson (MJ), Mohammed Suleman (MS),

265/06/26 Apologies
As above

266/06/26 Declarations of Interest
a. JP declared an interest as a tenant on the Barnsley Rd site
b. RW declared an interest as the Society Treasurer on the Clifton site
c. JT declared an interest as a Secretary on the Wood St site.
d. MS declared an interest as a tenant on the Clifton site

267/06/26 Minutes from the previous meeting
Board meeting minutes 113 were moved to a true record and duly signed.

268/06/26 Health & Safety
No updates- Health and Safety role currently vacant

269/06/26 Matters arising
There were no matters arising

270/06/26 Admin report
a. ASO confirmed there had been 25 new tenants in May (Rectory Fields, Lowfield, Avenue Road, Greasbrough, High St and Moor Road)
b. ASO confirmed there had been 3 tenancy surrenders and 3 tenancy terminations in May.
c. ASO confirmed a reinspection is to take place at Avenue Road with ASO, MJ and JT on 10th June.
d. WAVE have confirmed that most sites with water have now been moved on to Smart meters with no timescale for when the remaining sites are to be transferred. Wave recommended that readings are still submitted as they rely on internet connection.
e. ASO confirmed that due to the low usage of electric at Broom Old, no supplier will provide a usage only tariff. A quote of £180 annually had been obtained to continue/ transfer to RAA or no charge to disconnect the electricity. It was agreed by the board for the electric to be disconnected with a view to re instating if a society was formed

in the future ASO action- to contact the named account holder for current supplier (EDF) Broom Old to make arrangements for this.

f. A request had been received from Broom New for a second skip to assist with a 'clear up mission'. It was agreed by the board that RAA would pay half towards second skip. ASO action- to let Broom New secretary know.

g. A request had been received from Vicarage Fields for a contribution towards some new boarding for the site office. Quote received of £224.50. Board agreed to cover half of the costs (£112.25) ASO action- to let Vicarage Fields know.

h. Quote obtained from Websters Waste Management for removal of flytipping waste at Avenue Road and Wood disposal at Highfields following the community payback work. Quote of £675 for Avenue Road and £350 for Highfields was approved by board. ASO action- to contact Websters Waste management for clearance to commence asap.

271/06/26 Financial matters

a. Treasurer reported c/a balance of £63,000 and d/a balance of £29,000

b. Run through of expenditure with major expenses being waste removal, Killgerm order (vermin control), also wages and High St expenses for agreed works.

c. It was requested that the Treasurer provide an updated budget position at the next board meeting.

272/06/26 AGM Guidance discussion document

Societies were given until **3rd June** to submit any comments or feedback on the proposed AGM Guidance documents. No feedback was received. The Board agreed that the guidance could now be moved from Draft status and published on the website. ASO to action and add the document to the website.

273/06/26 Avenue Road- Flytipping

a. Possibility of installing parking bollards was discussed. A concern had been raised by a tenant as they use their vehicle to bring water canisters to their plot.

b. The Board noted ongoing concerns regarding persistent fly-tipping at Avenue Road. It was agreed that, before progressing with the installation of parking bollards, the locks on site should first be changed to ensure that only current tenants have access. Following the lock change, the situation will continue to be monitored and alternative measures will be considered if fly-tipping continues.

c. The Board further agreed that an email should be issued to all tenants advising that RAA cannot continue to fund the increasing costs of waste removal. Tenants to be asked to report any evidence identifying the source of the fly-tipped waste so that RAA can take appropriate action.

274/06/26 Water conservation

a. Water conservation discussion paper created by JP presented to Directors. Board agreed for this to be published on the website. ASO to action.

b. ASO confirmed an email had been sent to Yorkshire Water to enquire about the possibility of them providing Water Butts. No response was received at the time of the meeting.

275/06/26 Highfield – Community Payback work

a. It was confirmed that the Community Payback work at Highfields is likely to be complete within the next couple of weeks.

- b. Skip was on site on 5th June and has been filled and collected.
- c. ASO, JT and MJ to attend site 10th June to review and look to divide plot 5 into smaller plots.

276/06/26 Director Vacancies

It was confirmed that there is currently one vacancy for a Board Director and two vacancies for Specialist Directors. The Board agreed that the preferred areas of expertise for the Specialist Director roles would be Health and Safety and a Specialist Director with experience in Legal matters who may be able to provide support and guidance as required. ASO action to advertise these roles via the Website and Facebook page.

277/06/26 Maintenance

It was confirmed that the reported sinkhole at Rectory Fields was still ongoing. RW advised that the Mining Authority have been out and fenced off and secured the area and will be returning to fill the area. Affected tenants are aware.

278/06/26 Asbestos

RW confirmed that he had removed reported Asbestos from Rectory Fields and High Street. Quotes are still being obtained for remaining sites.

279/06/26 Transfer and transitional arrangements RMBC to RAA (including SLA)

- a. It was confirmed that this is still ongoing. Meeting is to be arranged with our solicitor and RMBC solicitor to go over remaining raised items.
- b. A meeting is to be arranged with Jon Hincliffe and RAA to review site plans. RAA awaiting confirmation of availability.

280/06/26 Society update

ASO presented information provided by NAS for HMRC requirements (available via NAS website) for opening of Society bank accounts in preparation for High St forming as a Society. It was agreed that this can be reviewed again once High St are in a position to set up their bank account (once **Society** is officially formed).

281/06/26 Any other business

It was noted that the ASO Charlotte has submitted notice of resignation. The Board wished to place on record their thanks for her contribution to RAA. RMBC have been notified with a view of the role being advertised as soon as possible.

282/06/26 Agenda items for next meeting

283/06/26 Date of next meeting

Monday 6th July - Clifton

Signed



Date

06.07.26

