# Rotherham Allotments Alliance
## Board Meeting Minutes

| | | | |
|---|---|---|---|
| Meeting Name: | | Board Meeting - 117 | |
| Minute Taker: | | John Palmer | |
| Date: | 07 September 2026 | Time: | 13:00 |
| Location: | Clifton Garden House | | |

Invited:

Directors: Brian Steele Chair (BS), John Palmer (JP), Richard Watson (RW), Jack Taylor (JT), Matt Jepson (MJ), Mohammed Suleman (MS),
Support Officer: Vacant

Apologies recived:

Cllr Linda Marshall,

**319/09/26** **Apologies -** As above

**320/09/26** **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 Wood St site.
d. MJ declared an interest as a tenant on the Broom Valley old site.
e. MS declared an interest as a tenant on the Clifton site.

**321/09/26** **Minutes from the previous meeting**

Board meeting minutes 116 were moved to a true record and duly signed.

**322/09/26** **Health & Safety**

Health & Safety role currently vacant.

**323/09/26** **Matters arising**

RW confired that the microsoft passkey changes had been activated on the RAA account.

**324/09/26** **Admin report**

a. ASO vacancy – BS advised that JP/JT were interviewing 4 internal candidates on the 16th September 2026.
   BS confirmed that ASO assistance would be available to help new appointee become familiar with systems and procedures.
   JP advised that a self-employed administrator had contacted the RAA giving details of the services offered. Agree to acknowledge and place contact details on file.
b. It was agreed that MJ would attempt to update website notices.
c. Polytunnel erection on plots had been discussed with JH (RMBC) his view being that as horticultural structures planning approval was not necessary. RAA should determine size location etc. The Board agreed that a maximum size of 30 feet x 14 feet would be permitted allotment rules to be amended accordingly.

d. The current ban on fires due to wildfire threat was considered and it was agreed to lift the ban, this to be communicated to all shareholders.
e. JP advised that Wave had indicated that they would be fitting smart meters at all sites in due course. RMBC have been requested to authorise wave to directly contact RAA to advise on fitting if access required.
f. JT advised on the numbers of plots let and current vacancy numbers.
g. Psalters Lane was discussed following the recent removal of fly tipping. BS to contact RMBC to consider fencing to make site secure to prevent further problems.

325/09/26 Financial matters

a. Treasurer reported c/a balance of £54653 and d/a balance of £29,267.
b. The treasurer also advised on expenditure and income during the July period.
c. The insurance renewal has been completed to now include cover for volunteers using mechanical equipment. MJ to maintain a register recording mechanical usage to include dates, times, location etc.
d. Treasurer advised that Colony renewal was due later this month. This was agreed.
e. BS questioned if records existed detailing the finance for work completed on each individual site. RW to investigate.

326/09/26 Maintenance

a. Scrooby Street – issues still being reported concerning gates being left open and unauthorised access. JT to send notifications to remind all tenants on site security. Also give final warnings to those identified as directly involved.
b. Rectory Fields – gate fence issues Rockcliffe Road entrance to be investigated and quotes obtained for remedial work.

327/09/26 Transfer and transitional arrangements RMBC to RAA (including SLA)

a. Regular meeting with RMBC took place on 19th August 2026 the following issues were considered: -
    i. HVR - YWA storm drain work
    ii. Psalters Lane fly tipping.
    iii. Rectory Fields – water meter
    iv. South Street – dangerous wall
    v. Sandymount - update
    vi. Lease – up date.
b. A meeting is to took place on the 25th August with Jon Hincliffe and Elizabeth Ryan (RMBC) to determine site plans, JT/JP attended. Revisions were agreed. A revised SLA was also mentioned – this to be considered at a future meeting.

328/09/26 Policy Reviews

Reviews of all policies to commence to prepare for introduction of any changes at the 2027 AGM.

a) Previously circulated draft skip policy was considered. It was agreed to include an option B for society site provision placing responsibility for hire direct to society with RAA offering a grant to assist in financing. A new draft to be prepared to be then considered at the Society Forum in October.

329/09/26 **Shareholder Forum 15th September**

a) Consideration was given to the agenda.
b) Notification to all shareholders JT to send emails vis colony.
c) It was noted that any replies to the online attendance form could not be located within the system.
d) MJ agreed to attempt to update web site details and add agenda and 2025 meeting notes.

330/09/26 **Society Forum 13th October**.

a) Consideration was given to the agenda and new items added.

331/09/26 **Director Vacancies**

JP advised that VAR had been contacted and provided details to register RAA which would then enable director vacancies to be placed on the VARs website. This action was agreed.

332/09/26 **Asbestos**

No progress reported in obtaining quotes to remove.

333/09/26 **Society update**

a. Avenue Road had provided a copy of their proposed constitution. JP advised that a number of cluses in Model constitution had been omitted. It was agreed that the society should be notified that the model constitution was the format to build on and items should not be removed unless identified and optional.
b. Broom New – tree complaint from adjacent flats – further investigation required to determine site boundary and location of trees,
c. Hartley Lane – replacement door work in progress.
d. Clough Road - MJ continuing on plot clearance on the current unused area. Further material for wood chipping – additional quote to be obtained.
e. Broom New – RW to locate Broom New Building folder to gain information on colour and type of exterior cladding.
f. Consideration was given to a previously circulated letter to all society secretaries concerning the introduction of new tenancy agreements for implementation for 2027. It was agreed that this be part of discussions on the agenda for the October society forum.

334/09/26 **Any other business**

a) Officers meeting – 28th September 2026 – 3.00pm- teams.
b) The Board formally thanked MJ for his efforts in plot clearance and on-site work.

335/09/26 **Agenda items for next meeting**

a) Review of allotment rentals for 2027 and projected for 2028.
b) Promotions / sponsorship budget

336/09/26 **Date of next meeting**

a. Board meeting Monday 12th October – Clifton Park (this being a change from the previously agree on line meeting.

Meeting was closed at 15:45, chair thanked all for attending.

Signed  Date 10.08.26