

Rotherham Allotments Alliance

Finance Committee Meeting No.4

On Meeting Date: Monday 14th February 2022

Meeting Location: Online: Zoom

Chair: John Palmer

(Minutes Donna Bushby)

Present: Directors: John Palmer (JP), Dave Sheppard (DS), Mohammed Suleman (MS), Brian Steele (BS) and Allotment Support Assistant – Donna Bushby (DB).

F025/02/22 (1) **Apologies:** N/A

F026/02/22 (2) **Minutes from Previous Meeting**
Moved as a true record and duly signed (electronically by the Chairperson).

F027/02/22 (3) **Auditing end of year accounts**
a) DB has received a draft version of the accounts from the auditor and circulated to directors. Has added BS and JP signatures electronically so will submit to the auditor for final approval. BS and JP to email the auditor if their expressed approval of use of signature is required.
b) The financial reports will be submitted to the FCA after the AGM.

F028/02/22 (4) **Policy Review - update**
a) JP's proposed policy changes were discussed the board at the last board meeting. They were then updated (with some suggestions by AP added who did not attend the meeting) and a draft circulated to the finance committee members. The financial committee members supported these amendments and will now be presented at the next board meeting for final approval.
b) All other policy amendments were proposed and approved at the previous board meeting.

F029/02/22 (5) **Business Plan review update**
a) At the last board meeting, directors were asked to submit and changes/comments they had on the business plan to be put to the finance committee in this meeting. DB will draft any necessary changes, liaise with JP and submit to the next board meeting.
b) AP sent written suggestions about how to make sites feel 'safer' for female participants, urban farming and sharing plots and emailing invoices. It was discussed about how this could be added to the business plan. It would be difficult to do a separate assessment aimed at females only. The suggestion was that the police should be involved if it was necessary. It was also suggested that the RAA could 'dig over' plots before tenants take them on. This was deemed unnecessary as it is up to the tenant to prepare the land – digging over could actually encourage more weed growth. DB will contact Colony to look into emailing from Colony. There was an update due at the end of last year which had been delayed. It was suggested that invoices could go through QuickBooks but this would increase the workload.
c) DB brought up that risk assessments had not been done for sites which should be done on a yearly basis. Risk assessments had previously been looked at by DB and MH but not finalized and not completed for each individual site. It was discussed that society sites are responsible for their own risk assessments but the RAA can supply them with a standard form if needs be. DB to draft for each direct-managed site and then should be on the agenda for the next maintenance meeting.
d) AP also made a suggestion of applying the 10% discount to societies as conditional to sites being run correctly. It was discussed that the RAA would not take this approach with societies as it could be detrimental to the relationships. The RAA aims to help societies operate correctly and the way sites should be run is detailed in the tenancy agreements. If there was a serious breach of rule contravention, the RAA would get involved as a matter of course.

F030/02/22 (6) **Risk Register**
a) This was discussed as part of the Business Plan review. One suggestion to add to the risk was if the ASA was off sick and managing director vacancies.

- b) DB also brought up the skills audit that was not completed when the Alliance first started. The original form was shown on screen and deemed not suitable. It was decided that DB/JP/BS would look at a new process. MS may have something that could be used and will send to DB. The skills audit is to be added to an agenda of a future board meeting.

F031/02/22

(7) Any Other Business

- a) DB reported some financial information – January statement. Balance in bank account is currently £57,099.10. 17% of rents paid to date (£3720) but there were some recently cleared cheques (£8500) to account for including 3 society payments.

F032/02/22

(8) Agenda Items for next meeting


TBC

F033/02/22

(8) Date of Next Meeting

Monday 11th April 2022

The meeting was closed at 3.20pm and JP thanked everyone for their attendance.



Signed (Chair)