

Rotherham Allotments Alliance

Finance Committee Meeting No.5

On Meeting Date: Monday 11th April 2022

Meeting Location: Online: Zoom

Chair: John Palmer

(Minutes Donna Bushby)

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

F033/04/22 (1) **Apologies:** N/A. The meeting was started with directors introducing themselves to KS who is the new treasurer.

F034/04/22 (2) **Minutes from Previous Meeting**
Moved as a true record by BS and duly signed (electronically by the Chairperson).

F035/04/22 (3) **Financial Report**

- a) DB circulated the March statement and current financial information to directors prior to the meeting. In summary:
- i. Balance in bank @ 4.4.22 - £78,720.65. recent payments include £4287.80 to ParkerRhodesHickmotts solicitors which will be reimbursed by RMBC.
 - ii. Rents paid to 4.4.22 - £55,159.35, £9537.55 outstanding including one society. DB has spoken to society and is aware of the reason for the delay in payment. DB has also chased all the direct-managed tenants who have outstanding rent with a deadline of 17.04.22. It was discussed regarding shortening the payment deadline for future years due to the loss of time for cultivation and proportionate loss of rent if tenants do not inform the RAA if they have left the plot. Under the Allotments Act 1950, tenancies can be terminated if rents are 40 days overdue. Tenants have to be given 30 days' notice to quit. It was discussed that the 40 days are already covered as rents are technically due on the first of January. The wording on the invoice needs reviewing and new deadline date confirming – possibly end of February which allows tenancies to be terminated mid-March. This will enable plots to be re-let for the new growing season.
 - iii. Discussion regarding the remeasured plot on Avenue Rd – tenant has paid the invoice minus what they think they should be refunded. It was agreed that the Alliance would not be able to offer a refund for previous years' rent due to the late request for it and the time that was under RMBC management. Also, an accurate measurement could not be obtained due to one side of the plot being obstructed. It was decided that the tenant will be contacted in writing to inform them of the decision made and issue an invoice for the outstanding amount for 2022. Advice has also been sought from NAS regarding the query of paying rent 12 month's in advance. DB to chase this up.
- b. A question was asked regarding general finance and at the AGM, societies challenging collecting rents for the 10% discount. It was explained that as societies set their own rents, this discount can be passed onto tenants, but some also subsidise rents with profits from shop sales. Any outstanding funds retained by the society can be put towards match funding from the RAA for any projects that need completing.

F036/04/22 (4) **Treasurer Appointment**

- a) As new treasurer, KS requested some financial information in regard to how the business is currently functioning. DB has set KS up on QuickBooks so he can generate reports from there. DB also briefly explained current financial processes.
- b) It was discussed regarding adding KS' details to the bank account. DB has sent the application for the new reserve account so once this is confirmed, the paperwork can be sent to add him. It was suggested that a covering letter be sent with the application, signed by the directors, to advise of the removal of the past treasurer and addition of the new treasurer.

F037/04/22

(5) Any other Business

- a) Question as raised regarding the suggestion at the AGM for a community message / comment board on the website for tenants. It was discussed that this should be a board decision, not just the finance committee. The cost is not the issue – need to look at the implications it may have in terms of what content will be put on it and how it will be managed. It was asked regarding a website view counter to be added to monitor traffic to the website.
- b) ASA review – has this been confirmed by Andy Lee? DB has not heard anything but will see what amount gets paid on the next pay day. To be chased up if not changed.
- c) DB asked regarding a quote for some work at Greasbrough to correct the fence posts facing the same way - £500+ vat. Brackets will be put on so that the screws cannot be undone. The site has been broken into recently by someone tampering with the screws and lifting the fence panels out. The finance committee agreed the expenditure on this.

F038/04/22

(6) Agenda Items for next meeting

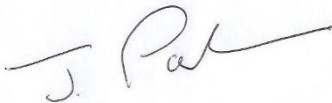
Treasurer's report – to be completed by KE.

F039/04/22

(7) Date of Next Meeting

Monday 6th June 2022.

The meeting was closed at 3.00pm and JP thanked everyone for their attendance.



Signed (Chair)