

Rotherham Allotments Alliance

Finance Committee Meeting No.9

On Meeting Date: Monday 21st November 2022

Meeting Location: Online: Zoom

Chair: John Palmer

(Minutes Donna Bushby)

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

F070/11/22 (1) Apologies: None received.

F071/11/22 (2) Minutes from Previous Meeting
Were presented at the last board meeting but moved as a true record by DS and duly signed (electronically by the Chairperson).

F072/11/22 (3) Matters Arising
a) None identified not covered by agenda.

F073/11/22 (4) Financial Report
a) DB prepared a report which was circulated to directors prior to the meeting

- i. Current account balance to date: £3802.25 (Some payments had been approved since the admin report was issued).
- ii. Reserve account balance to date: £38,967.59
- iii. A copy of the balance sheet, financial activities and budget V actuals to date were sent to directors prior to the meeting.
- iv. It was highlighted that £4.4k was spent on solicitors' fees which will be reimbursed by RMBC. Hopefully, this will be received before the year end so we won't have to transfer any money from the reserve account to cover remaining costs for 2022.
- v. Water bills – meter readings been submitted for most sites. The next bills will reflect actual usage so will be higher than previous months. Once the December bills have been received, the rent letters can then be done and sent.
- vi. It was explained that we are owed a £400 credit from Business Stream when the supplier changed over for Greasbrough site.
- vii. It was also brought to the board's attention that the salary increase and back pay expenditure invoice for the ASA will be received in December. Money has been set aside in the reserve account for this.
- viii. No other questions were asked regarding the finance report.

F074/11/22 (5) Budget Update

- a) DB has revised the 2023 budget (copy sent to directors prior to meeting) due to the council-wide pay increase which will have an affect on the budget previously completed. Areas have been adjusted accordingly to accommodate the change. Any shortfalls for projects could be part of a funding bid.
- b) Discussed regarding future year's budgets for the Business Plan. DB to produce budgets for 2024 / 2025 under the major sub-headings. Will be completed based on 5% increases.
- c) It was raised regarding companies putting costs up by more than 5% due to increased inflation, i.e. skip companies. This will need to be taken into consideration for future budgets / rent increases.
- d) It was discussed regarding skip provision and what is permitted to go in them. Future skip provision may be lower due to historical waste being removed from sites when clearance projects have been done. Money spent on skips could be spent on other projects such as fencing.
- e) No other questions were raised on the budget.

F075/11/22

(6) Maintenance Projects

- a) Report of completed projects and where the funds came from were sent to directors prior to the meeting. (Greasbrough toilet door and window, Broom Valley New Fencing)
- b) Report also included projects that are pending / underway. (South St Shed doors, Moor Rd plot clearance, asbestos removal, Rectory Field car park, Avenue Rd paths and Clough Bank car park).
- c) Discussed regarding the Avenue rd path project and where the spoil will go as the cost to remove it will be an additional £3k. Decided that the spoil can be distributed on the site once a further site visit has been done to determine which areas.
- d) Question was asked regarding Moor Rd site due to localised flooding at the weekend. DB reported no tenants had been in contact. It was reported that water wasn't running down the driveway into the site at that point. Still need to establish who has the responsibility for the flap to the pipe to the dyke. DB asked directors if the work to create the French drain across the gates could be completed as the ditch will end up being blocked and is open so a hazard to the nearby tenants. This was agreed. The plots cleared will need to be marked out for new tenants.

F076/11/22

(7) Any Other Business

- a) DB advised that rent letters / emails will be sent w.c. 12th December. Majority will be sent via email.
- b) JP brought up regarding the Financial Regulations and an anomaly in the rules regarding account signatories. Currently states 'Chair, Secretary, Treasurer plus 1 other'. Currently have 4 plus DB. Discussed regarding not having all directors as signatories so they can monitor activity. The 4th person is currently in the place of the treasurer but should be removed once a treasurer is appointed.

F077/11/22

(8) Agenda Items for next meeting

- a) Year end accounts.

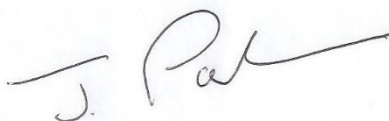
F068/09/22

(9) Date of Next meeting

Board Meeting: Monday 6th December 2022

Finance Meeting: Monday 16th January 2023 (to be ratified at next board meeting when meeting schedule for 2023 is discussed)

The meeting was closed at 2.45pm and JP thanked everyone for their attendance.



Signed (Chair)