

Rotherham Allotments Alliance

Finance Committee Meeting No.10

On Meeting Date: Monday 16th January 2023

Meeting Location: Online: Zoom

Chair: John Palmer

(Minutes Donna Bushby)

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

F078/01/23 (1) **Apologies:** JP opened the meeting and thanks everyone for attending. DS submitted their apologies.

F079/01/23 (2) **Minutes from Previous Meeting**
Were presented and approved at the last board meeting.

F080/01/23 (3) **Matters Arising**
a) None identified not covered by agenda.

F081/01/23 (4) **Financial Report**
a) DB prepared a report which was circulated to directors prior to the meeting
a. Current Funds:
i. Current account @ 09.01.23 - £1,655.65
ii. Reserve Account @ 09.01.23 - £32,126.59
iii. It was reported that £4000 has been transferred back to the reserve account which was moved to ensure enough funds in current account to the end of the year. May have to transfer funds again to cover costs in January.
iv. Report for reserve fund expense tracker attached. No points were raised on this.
b. Rents Received to date:
i. £2286.28 = 3%. No societies paid to date (09.01.23). Currently 5%, £3325.96 at 16.01.23. It was questioned if unusual that any societies haven't paid. It was reported that societies usually collect their rents in January.
ii. DB reported that there were errors reported regarding receiving the invoice via email by some tenants. Some may have not been received. It may be that some tenants have not received the invoice. DB did send another email to ask tenants to contact the RAA if they hadn't received it. There have been approx. 3 plots been given up to date.
iii. Question asked regarding funds owed from the council equaling £5.5k approx. due to the solicitor fees. Andy Lee has had the invoice.
b) Business Stream – cheque received for reimbursement but made out to RMBC so DB chasing to get this changed. It wouldn't be possible for RMBC to bank the cheque then reimburse the RAA. Invoices do come to the RAA but the main account is with RMBC.

F082/01/23 (5) **2022 Audit / Report**
a) DB stated that the annual report has been started. Need final clarification to go ahead with the Community Auditor. Members agreed this. Question asked regarding who would sign the accounts if no treasurer. It was confirmed that Officers will do this, the same as last year. BS currently approves the majority of the expenditure.
b) DB will confirm with the auditor then get the paperwork arranged. The auditor will create the account using information in the annual report. They will ensure that the accruals are completed and the accounts finalized.
c) There has been an issue with the connection between Quickbooks and Co-Op bank. DB to look into this.

F083/01/23

(6) Maintenance Projects

- a) Two projects currently in-hand: South Street shed doors and Moor Rd Drainage. Awaiting date for fitting at South St and revision of quote for Moor Rd. Both projects will be funded from the reserve account. No further information was sought regarding the flap / pipe. The nearby road that floods from the dyke is not a priority for RMBC.
- b) DB advised that quotes for repair works to the toilet cistern at Greasbrough is currently being sought.

F084/01/23

(7) Any Other Business

- a) DB advised that the back-pay has been paid. Awaiting invoice from RMBC.
- b) Question asked regarding progress with the treasurer. It was discussed none, as no one from the board has come forward. It could be put to the AGM. The treasurer's role is not complex – it involves supplying financial reports to the meetings, authorising payments and ensuring the signatories on the account are up to date. This is all done in conjunction with the ASA. Also, would need to attend the Officer meetings.
- c) It was discussed regarding the organisation begin well-run so finances are closely monitored and decisions are made by the board on expenditure. The only unknown costs are emergency repairs.
- d) It was suggested that a development plan be created to look at future projects. Part of this is already present from the 'wish-lists' that were sought from sites when the RAA first started. DB reported that approx. £9k of last year's revenue was spent on clearance which not budgeted for. A number of sites were improved in 2022.
- e) It was also raised regarding the shed that was purchased and placed on Rectory Field. Discussed regarding moving the shed to a site that needs Community Payback, where it is feasible. Remaining clearance projects need costing out to compare against the cost of moving the shed. Alternatively, move the shed to a society site who needs a building or sell it. This would need discussing and deciding by the board. It was suggested to put on the next maintenance and board meeting agendas for further thought/discussion.
- f) Question asked regarding if funding has been sought for projects. It was explained that the RAA still has surplus funds from 20/21 so funding will be looked at, once this amount as gone. Alternatively, the surplus could be used as match funding. It was suggested that this ties in with the development plan. DB to present the remaining projects from the 'wish-lists' at the next Officers meeting to then be discussed at the following board meeting. Alternative schemes could also be looked at, i.e. tyre recycling for footpath material.
- g) It was asked regarding confirmation of a reserve for next year. It was explained that £10k is being held in the reserve account for large emergency repairs. It was asked if this needs reviewing but could be done at a later date. Approval of the final accounts by the board will be sought by the auditor and the reserve will be accounted for on the balance sheet.

F085/01/23

(8) Agenda Items for next meeting

TBC

F086/01/23

(9) Date of Next meeting

Board Meeting: Monday 6th February 2023

Finance Meeting: Monday 6th March 2023

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



Signed (Chair)