

Rotherham Allotments Alliance

Finance Sub Committee Minutes

Meeting Name:		Finance Meeting - 12	
Minute Taker:		Jamie Calvert	
Date:	16 October 2023	Time:	15:40
Location:	Clifton Garden House		

Attendees:

Directors: John Palmer Chair (JP), Brian Steele (BS) and Sue Jackson (SJ)
Support Officer: Jamie Calvert (JC)

Apologies:

Cllr Dave Sheppard (DS), Mohammed Suleman (MS)

1) Apologies

Cllr Dave Sheppard (DS), Mohammed Suleman (MS)

2) Minutes from the previous meeting

The finance meeting 11 minutes were moved as a true record by

3) Matters arising

There were no matters arising.

4) Budget Forecast Review

- a. Discussed the actual vs budget report that was distributed on 02/10/2023 to the finance committee. It was requested that future reports be printed in a single-page format.
- b. **ACTION:** ASO (JC) produce a current financial report to include the projection for the remaining financial year.
- c. A question was raised about the rent refunds category on the report and what this includes. **ACTION:** ASO (JC) to provide a breakdown of transactions in this category for the next meeting.
- d. A discussion was had about budget areas with an underspend due to the delay in payment requests, which includes the ASO salary and grass-cutting contract which have not yet been invoiced by RMBC.
- e. It was noted that budget forecasts should be linked to the RAA business plan. It was agreed that the business plan requires a review at the board level before reviewing the future budget. **ACTION:** (JC) to send a copy of the current business plan 2013 to (SJ) to annotate with suggested changes. This is to be brought to the board for review and amendment.
- f. A question was raised of whether the RAA business plan should reflect the key priorities of RMBC.

5) Rent Increases

- a. Item postponed until next meeting

6) Any other business

- a. None

7) Agenda items for the next meeting

None agreed

8) Date of Next Meeting

TBC

The meeting was closed at 4:40pm.

Signed  _____ Date 27/11/2023

John Palmer (Chair)