

Rotherham Allotments Alliance

Finance Sub Committee Minutes

Meeting Name:	Finance Meeting - 14		
Minute Taker:	Jamie Calvert		
Date:	19 February 2024	Time:	13:00
Location:	Virtual Teams Meeting		

Attendees:

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

Apologies:

Cllr Dave Sheppard (DS)

F001/01/24 Apologies

- a. Cllr Dave Sheppard (DS)

F002/01/24 Declarations of Interest

- a. JP declared an interest as a tenant on the Barnsley Rd site.
- b. SJ declared an interest as a tenant of the Rectory Fields site.

F003/01/24 Minutes from the previous meeting

- a. Maintenance meeting 13 minutes were moved as a true record by (SJ) and duly signed (electronically) by the Chairperson.

F004/01/24 Matters arising

- a. There were no matters arising.

F005/01/24 Finance update

- a. The balances of the RAA bank accounts were reported as follows; current account £85,426.50, Reserve account £24,378.22. The petty cash balance has been returned to £0.
- b. An update on rent invoices was given as follows: 205 paid, 128 unpaid. It was noted that a final reminder will be sent by the ASO in advance of the invoice due date.

F006/01/24 Annual accounts

- a. The appointed auditor had raised a question regarding the RAA rules and requirements for appointing an auditor. It was noted that a motion was passed at the 2020 AGM to appoint a Lay Auditor. This is also referenced as a requirement in the RAA finance regulations 2023. **ACTION:** (JC) to confirm RAA audit requirements with the VAR auditor.
- b. It was noted that key deposits are registered in QuickBooks for accounting purposes. This value should be checked to the Colony record management system to ensure sufficient reserves are held to cover the deposits total. **ACTION:** (JC) to report figures to next finance meeting.

F007/01/24 2023 underspend allocations

- a. The allocation of funds agreed in Board Meeting 86 was reviewed (Table 1. Allocation of 2023 budget underspend).

- b. It was agreed that Society Secretaries would be written to, informing them to apply for funds allocated to plot clearance. The requests will then be reviewed by the RAA board for approval.
 - i. It was agreed that bids for plot clearance funds would only be accepted for plots with applicants waiting to tenant them.
- c. It was agreed that the allocation of funds for path repair across all sites would be determined by RAA inspection and review by the maintenance subcommittee.

F008/01/24 Business plan

- a. The business plan draft document was reviewed and the following changes were accepted for the final draft to be presented at Board Meeting 87;
 - i. References to the Allotment Support Assistant (ASA) would be corrected to Allotment Support Officer (ASO).
 - ii. 3.1 statistics are from 2016-17. (SJ) to source updated figures.
 - iii. 3.2 update figures to the end of 2023 values.
 - iv. 5.3.3 replacement of previous website strategy to reflect planned improvements.
 - v. 5.3.4 replacement of social media strategy to clarify purpose and align with website strategy.
 - vi. 5.3.5 reworded to focus on review rather than implementation.
 - vii. 6.2.1 update to figures referring to tenant emails held.
 - viii. 6.3 update to figures for insured values.
 - ix. 6.4 introduced a requirement for end-of-year comparison and analysis as an evaluation method.
 - x. 7.1.1 removed the table referencing 2018 data and replaced with current site statistics.
 - xi. 7.2.1 Section removed as no longer relevant.
 - xii. 8.1 update list of directors, retaining reference to vacant position.
 - xiii. 8.2 introduced intention to complete skills audit.
 - xiv. 10.2 removed as no longer relevant.
 - xv. 11.1 removed references to pandemic.
 - xvi. 11.2 addition of missing action in table.

ACTION: (JC) to prepare final draft for board meeting 87

F009/01/24 Finance regulations review

- a. The finance regulations draft was reviewed and the following changes were accepted for the final draft to be presented at Board Meeting 87;
 - i. A.2. amended the wording to reflect current processes e.g. Quickbooks, cashless
 - ii. A.3. clarified the retention timescale.
 - iii. A.3. specified Voluntary Action Rotherham as an accountant.
 - iv. C. clarification of wording to align with RAA preference for electronic finance and banking.
 - v. D. remove requirement for a separate purchase order register since the QuickBooks integration.
 - vi. E. updated to reflect use of Quickbooks, clarified cheque payment requirements.
 - vii. F. wording update to amend "will be maintained" to "will be permitted", regarding petty cash
 - viii. I. addition of "buildings" to asset register in preparation of contract completion.
 - ix. K.1. clarified the retention timescale.
 - x. K.2. removed section referring to duplicate records, no longer relevant
 - xi. L. reworded to remove reference to policy introduction.
 - xii. M. integrated section as previously approved.
- b. The following points are recommended for a discussion at board meeting 87 before recommending for the final draft;
 - i. A.5.f. removal of the arrangement for internal financial control every 6 months or replacement with a more manageable control.

- ii. D. recommendation to review an increase to authorisation limits to reflect inflation rises
 - 1. Approved contractor limit is currently £500
 - 2. Over £500 requires 3 quotes
 - 3. ASO delegated spending limit is £200

ACTION: (JC) to prepare final draft for board meeting 87.

F010/01/24 Any other business

- a. A request was made by our insurer to meet with them to discuss issues and changes to policy.
- b. It was suggested that we check our insurance cover for tenants vehicle use on sites.

ACTION: (JC) to arrange a date suitable for directors to attend.

F011/01/24 Agenda items for next meeting

- a. None

F012/01/24 Date of Next Meeting

- a. Finance Meeting 15 – 25/03/2024 - 13:00 – Virtual Teams meeting

JP thanked everyone for their attendance. The meeting was closed at 16:00pm.

Signed



John Palmer (Chair)

Date
