

Rotherham Allotments Alliance

Finance Sub Committee Minutes

Meeting Name:	Finance Meeting - 17		
Minute Taker:	Jamie Calvert		
Date:	17 June 2024	Time:	14:00
Location:	Virtual Teams Meeting		

Attendees:

Directors: John Palmer Chair (JP), Brian Steele (BS) and Jack Taylor (JT)
Support Officer: Jamie Calvert (JC)

Apologies:

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

F035/06/24 Apologies

- a. apologies

F036/06/24 Declarations of Interest

- a. JP declared an interest as a tenant on the Barnsley Rd site.
- b. JT declared an interest as secretary on the Wood St site.

F037/06/24 Minutes from the previous meeting

- a. Maintenance meeting 16 minutes were postponed for review at the next meeting.

F038/06/24 Matters arising

- a. There were no matters arising.

F039/06/24 Finance update

- a. ASO provided an update of the budget vs actual report and the following points were raised:
 - i. Annual rent refers to the annual renewals only and has a shortfall as it is forecast on complete occupancy. New tenancy rents make up some of this figure and are separated for accounting purposes.
 - ii. A list of forecast outgoings was requested to accompany future budget reports.
 - iii. It was noted that the site insurance value is lower than the last payment. This was due to accounting adjustments as the policy crosses the financial year.
 - iv. NAS membership renewal is lower than budgeted.
ACTION: ASO report to next meeting with forecast spend
 - v. It was noted that NAS associate membership will increase in 2025 from £3 per member to £3.50 per member and the budget or policy will require review.
- b. The ASO noted that a cash payment of £31 has been made to the alliance account but is unidentified. This will be reconciled by the next meeting.

F040/06/24 Treasurer resignation

- a. It was noted that the treasurer resigned 04/06/2024.
- b. Two director posts have been advertised to members and societies.

F041/06/24 Banking arrangements

- a. The ASO has completed a form and will obtain the necessary signatures to remove old board members and add a new signatory for sending it to the bank.
- b. Signatories to be removed are:
 - i. Michael Hirst
 - ii. Susan Jackson
 - iii. Teresa Sheen
- c. Signatory to be added is:
 - i. Richard Watson
- d. For any signatory to be removed where a signature cannot be obtained, the RAA Chairperson and Secretary will write to the bank to authorise removal.
- e. It was noted that only the ASO and Treasurer have a debit card linked to the RAA bank accounts. This will temporarily be only the ASO until a new treasurer is appointed.

F042/06/24 Any other business

- a. None

F043/06/24 Agenda items for next meeting

- a. As meeting 17

F044/06/24 Date of Next Meeting

- a. Finance Meeting 18 – 29/07/2024 - 13:00 – Virtual Teams meeting

JP thanked everyone for their attendance. The meeting was closed at 14:30.

Signed



John Palmer (Chair)

Date

29/07/2024