

St Thomas Allotment Association



approved MINUTES

COMMITTEE MEETING 8 2020/21 : Fri. Apr. 9th 2021

(zoom online meeting by invitation)

7:00pm online

1. **Attendance:** **AI Present** [quorum pres.] : **Executive/Officers:** **Alison Walker** (Chair & pro-tem lead for G&H Trading Shed & Site Mngr/Rep vacancies) | **David Solman** (Sec. & pro-tem lead for the Treasurer vacancy) | **Angela R.** (Vice-chair & Local Allotment Manager, Regent St. & mtg host) | **Local Allotment Managers:** **Richard Brownbridge** (Clapperbrook) | **John Butler** (Local Allotment Manager, Cowick La.) | **Rob Shields** (Local Allotment Manager, Rackfields) | **Bill Turner** (Local Allotment Manager, Ashwood Rd.) | **Charles Knill** (Trading Manger) | **Claire Richards** (Local Allotment Manager, Pincas) | **BI Apologies:** **Heidi Miller** (Local Allotment Manager, Guys&Hylton) | **Ruth O'Neale** (Web & Data Manager) | **CI Absent:** | **Tim Snell** (Local Allotment Manager, Newman Rd.), **Rob Harding** (Local Allotment Manager, Ide Lane).

2. **Approval of previous minutes.** The minutes of the previous mtg. & supplementary online decisions minutes for March 2021 were **APPROVED** with no further amendments; this to be given effect to by being signed and dated by Alison as Chair, then put on the website for members to read. Noted: the minutes for cttee. mtg. 6 were for signature by Angela R. since she had chaired it. **Matters arising:** None.

3. **MAIN Item (i) Finance - discussion led by Bill T.**
 - 3A] **Financial Rules Paper.** Bill T. recommended the Financial Rules v3.2 Sept 2020 be formally adopted by the Committee at the next meeting unless they had already been so approved; and that the signed/ approved copy, if available, be circulated.

Resolved (i) The Secretary agreed to check whether the Financial Rules v3.2 had been formally approved, to circulate the link to the signed version if it had been signed off - and if not, to put a recommendation to sign-off the document on the next agenda.

 - 3B] **Alignment of Independent Accountants Report with AGM.** Bill T spoke about the proposal to report the independent accountants report for the 2019-20 business year to the next AGM. He reminded the committee that in the past, reports on the most recent financial year had not been made available to AGMs by reason of there being insufficient time between close of books on 30th Sept. and a November AGM to obtain an independent accountant's report into the immediately preceding financial year. John B. commented that as we were now able to align the financial report and AGM closer than on previous occasions, and so are now able to offer the AGM an independent financial report on the most recent business year, we should do so. Other committee members concurred.

Resolved (ii) The committee agreed that it was in the best interests of the association to put the most recent independent accountants report to the AGM since we now had the opportunity to do so.

 - 3C] **Volunteer Vouchers.** Angela R asked for an update on circulation of vouchers for volunteers and the Secretary said these had been posted to committee members in the past few days, but he would check if any remained outstanding, and if so, distribute these asap. On the same subject, Alison W. asked what

the Trading Sheds should do with the vouchers that had already accepted from volunteers and the Secretary explained that these should be retained until close of books or passed to him, so they could be added up and accounted for. They would usually be mentioned in the Trading Managers Report (this year's vouchers would be for to the next but one AGM), and the Secretary would offer assistance to the new Trading Manager if this would be helpful in preparing such reports.

Noted (i) The Secretary to ensure any outstanding volunteer vouchers are in the post to committee members and to liaise with Charles K. over this and other aspects of the Trading Managers report to AGMs.

3D] Approval of Accountant's Report. Bill T took the committee through aspects of the accountants report for the financial year from October 1st 2019 to Sept 30th 2020. On page 1 these were correctly entitled 'Accounts for the Year ended 30 Sept 2020'. However, on p3 there appeared to be a typo error since it read 'year ended 30 Sept 2019'.

Resolved (iii) The Secretary agreed to speak with the accountants to seek amendment of the typo.; the Committee was otherwise in approval of recommending the report to the AGM.

3E] Potential New Treasurer. Angela R. brought the committee up to date with her preliminary discussions with a plot-holder who was interested in helping in this way and had book-keeping experience. The Secretary was asked if he thought this might work and David S. advised that it sounded very promising but that the committee should be prepared to make a laptop computer available to the new Treasurer (to be retained in the ownership of the association and returned if and when she ceased her role) since she was currently using devices that can not use excel-compatible spreadsheets.

Matters Resolved (iv) that the Secretary and Angela R continue talks with the potential new treasurer; & (v) That, in principle, the committee is happy to support the purchase of a laptop and an excel-compatible spreadsheet programme for the work of a new treasurer, but a specific purchase decision about the model, cost, etc., would need to be put to the committee for approval.

4. MAIN Item (ii) Constitution - discussion led by Bill T.

Bill T. asked that the committee be clear about its deferral of the AGM due to government covid rules and regulations, and look at whether this might be considered to be an amendment to the constitution. John B., Alison W. and others discussed the question and everyone agreed that it did not amount to an amendment to the constitution; that the constitution remained unaltered; that this was a temporary step (a postponement of normal business) in order to follow government covid rules and regulations in the interest of public health and to schedule the event when everyone would feel it was safe to do so.

Resolved (vi) The committee agreed that postponement of some of the association's normal business (rescheduling of the AGM due to the making of an exception in response to national circumstances and the need to follow government advice) did not change the constitution.

5. Expenditure Proposals.

The Secretary had circulated an expenditure proposal form from John B.who explained the benefit of a new, dedicated association noticeboard, for Cowick Lane allotments. Rob S. reported that the Rackfield shed was now built but still needed to be stocked; and he would need to speak with Charles K. about this.

Resolved (vii) That the committee approves the expenditure proposal submitted by John B. for a new noticeboard for Cowick Lane allotments (estimated to be about £250); this to be signed off by Alison W. and filed with the book-keeping. **Noted ii)** That Rob S. and Charles K. will meet to discuss the stocking of the shed at Rackfields.

6. **AoB.**

Bill T. reminded Alison ^{W.} and Charles K. he had given them invitations to join him at Ashwood's proposed Trading Shed, now good progress had been made. John B asked whether he should go thought the association to support the case for a new water trough at Cowick lane allotments. Angela requested a Trading Shed price-list from Charles K.

Matters Noted iii) That Angela R. and Charles K. would meet with Bill at the Ashwood Road Trading Shed. **& iv)** That John B. should approach Dan in the Council about the need for a new water trough as it is fed by their mains supply. **& v)** that Charles K. would send a new Trading Shed price-list to Angela.

7. **Date of next Mtg.** The next Committee mtg. by zoom had been proposed for May, but date was **DEFERRED** due to the zoom meeting being cut off before this was discussed.

David Solman, Secretary @ staacommittee@yahoo.com

Cttee. signed: ^{DS}.....

Dated: 31/7/21