**SPAA TREASURER’S JOB DESCRIPTION AND INFORMATION**

**Major Suppliers:**

**HSBC Bank**

1-2 Market Place

Wokingham, RG40 1AL

Cheque signing -any two from Treasurer -Robert Spencer, Secretary-Claire Hamilton, Chairman-Nick Kolpin

**Insurance:**

Chris Knott Insurance, Specialist Allotment Insurance

Underwriter: Ageas Insurance

Policy Year:1st January- 31st December

At renewal, modify, check all documentation and sign statement of facts. Display Certificate of Employers’ Liability in shed.

**Water:**

Supplier: Castle Water.

The meter is located on the grass verge just outside the main gates. Read the water meter periodically and submit to Castle either by phone or online.

In conjunction with site manager, turn mains supply off in Autumn and on in Spring.

**Landlord:**

Tenancy Agreement: with Swallowfield Parish Council who in turn lease the site from the landowner, The Calico Trust.

Term: A new lease, running for 25 years was signed in January 2018. It runs out in 2043.

Rent: The current rent is £500 per annum, payable half yearly in July and January.

Licence: The Plotholder Licence is a specific schedule within the tenancy agreement and cannot be modified without approval from the Parish Council.

Contact: John Anderson -Chair of Parish Council

Liz Halson- Parish Clerk

**Ground Maintenance:**

Grass cutting: Nigel Jeffries Ltd

01276-476365

[enquiries@nigel-jeffries.co.uk](mailto:enquiries@nigel-jeffries.co.uk)

Grass is cut once a month from April to September. Contact them each Spring for a quotation for the coming year.

**Regular Activities:**

**Bills:** Review, validate and pay all bills

**Expenses:** Review, validate and reimburse all expense claims submitted by Committee members.

**Income:** Review Bank account to monitor all payments made directly to the account. Collect all cash paid to SPAA eg Honesty box

Liaise with Secretary to collect all rent renewals when they fall due.

**Open Days:** Provide each stall holder with a cash float, monitor all takings and bank total cash raised.

**Records:** Maintain a Cash book, Petty cash book and Asset register to record all financial activity.

**Accounts:** Produce regular accounts to show historic results and cash flow forecasts to present to Committee members at meetings.

**Annual Accounts:** Produce annual accounts and arrange for them to be reviewed by an independent person (eg John Anderson, Chair of Parish Council)

**AGM:** Present the Annual accounts to Members. Recommend the level of Plot rental for the next year and obtain plotholder approval.