# SALC blue small

# **WEST SUSSEX ASSOCIATION OF LOCAL COUNCILS LIMITED**

**Minutes from the Board Meeting of West Sussex Association of Local Councils Limited held via a Zoom video/audio conference on Tuesday 2nd March 2021 at 2pm**

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| **Directors Present** | Lilian Richardson | Arun District |
|  | Phil Baxter | Horsham District |
|  | Rodney Jackson  David Ribbens  Tony Nicklen  Tim Russell  Charles Britton  Trevor Leggo  Mark Mulberry | Mid Sussex District  Chichester District  Adur District  Chichester District  Chichester District  CEO, SSALC  Company Secretary, West Sussex ALC Ltd |
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| Vice Presidents | John Lytton  John Godfrey |  |
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| **Also in attendance** | Joanna Cadman | Administrator |

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| 1. | **Election of Meeting Chairman**  John Lytton, Proposed by John Godfrey, Seconded by Lilian Richardson.  John Lytton’s link to the meeting was disrupted due to a power cut, John Godfrey took his place. |
| 2. | **Appointment of Interim Chairman**  Tony Nicklen, agreed by all present. |
| 3. | **Appointment of Interim Vice Chairman**  Agreed to leave vacant for the time being. |
| 4. | **Matters arising from the West Sussex ALC Ltd AGM**   * The minutes have been circulated. * The Board were instructed not to continue negotiations with Hampshire ALC. It was unanimously agreed that alternative services at an affordable cost need to be found. * It was agreed to remove Terry Oliver as Director at AGM without special notice. There was a query whether this was in compliance with the Company’s Act section 168. Mark Mulberry advised that he had received notification from Chichester District Association that they had received Mike Beal’s resignation. Mark Mulberry had not yet taken action with regard to Terry Oliver’s removal. After discussion, it was **agreed** to invite Terry Oliver to resign and to advise him that, if he chose not to do so, the Board would be obliged, in view of the will of those present at the AGM, to give him notice of the termination of his position. If Terry Oliver appealed this decision, Mark Mulberry would revert to the Board for discussion. |
| 5. | **Recognition and Acceptance of Directorships**  Tim Russell and Charles Britton were formally welcomed to the Board. Mark Mulberry confirmed that their papers had been submitted to Companies House. |
| 6. | **Notice to Hampshire ALC**  Mark Mulberry was asked to write to Hampshire ALC, advising them that it had been agreed by the Board not to continue with their offer of services. |
| 7. | **Information to members**  A meeting of Chairman will take place on the 9th March. Mark Mulberry may send out information to Councils by the middle of the month, depending on that meeting, and the Board meeting following. Trevor Leggo will write to member councils today. |
| 8. | **Provision of Services with effect from 1st April 2021**  Mark Mulberry offered the services of his company to provide the following governance services, at a cost of £25,891 per annum, plus VAT   * Set up and maintenance of the website * Issue newsletters * Receive and circulate information from NALC * Act as a single point of contact for all West Sussex Members with a dedicated staff member * Provide Access to discounted training Events * Clerk the meetings of the Board * Assist the finance function on a day to day basis – including raising and collecting membership subscriptions * Assistance with policy setting * Assistance with day to day running of the ltd company * Provision of our office address as a central correspondence/service address for all SALC matters and scan all post on to our digital systems. * Use of our meeting room for quarterly board meetings (maximum 6 people). * Dedicated soft phone line for WSALC so that members can call the office and be assured someone will answer the phone at all times (office hours). An out of office hours answer phone will be provided. * Provision of computer hardware and software * Assistance with calling board meetings, AGM and other such meetings * Carry out other such assignments as the board dictates * Seek to promote town & parish councils in the County of West Sussex   There would be the additional cost of a County Officer, plus travel and expenditure.  Trevor Leggo advised that East Sussex ALC had asked him to take on the role of their County Officer for two days a week. He would offer the same service to West Sussex ALC. This would mean that parishes would not get an immediate response to queries, but he was confident of supplying a level of service commensurate with before, working with the Board and the team. He hoped that representatives from the District Associations would run surgeries with their parishes , which would develop trust between the Board and parishes.  Hampshire ALC had offered training as part of the package, which would mean that members would not pay for this as an extra. Mark Mulberry confirmed that his company would offer modular training for councillors and clerks, and in finance and planning; training would be offered at a discounted rate.  It was pointed out that one of the major issues with the VFM project was members’ unhappiness at not being consulted enough, whereas this time it appeared that they would not be consulted at all. Trevor Leggo said that there was an established pattern of chairman’s forums, and suggested that one be held for West Sussex in the following week.  The following timetable was agreed:   1. Chairmans Forum 9th March 2. Board meeting 11th March 2pm Vice Presidents to attend. 3. Mark Mulberry will act on instructions after those two meetings. |
| 9. | **To discuss and agree the Member Councils of West Sussex ALC Ltd annual subscriptions for the year 2021/22.**  It was noted that the last Board meeting had discussed a 10% reduction in fees.  Mark Mulberry advised that all invoices were prepared and ready to go and that all councils had been advised of the fee for the coming year last autumn, in order that this could be taken into account when setting budgets.  It was agreed to stay with the agreed subscriptions, with a 2.5% increase in fees for the year 2021/22. The decision to reduce fees was rescinded.  It was further agreed to review subscriptions for the next three years at the July Board meeting.  Proposed by Rodney Jackson, Seconded by Tim Russell, all in favour. |
| 10. | **Any Other Matters raised by Directors**  No other matters were raised. |
| 11. | **Date of next meeting**  11th March 2021, 2pm |

The meeting closed at 15.20 pm.

Signed (Chairman) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_