



**Surrey ALC Ltd.**  
**Minutes of the Virtual Board Meeting of Surrey ALC Ltd. held on**  
**Tuesday 16<sup>th</sup> February 2021 at 10:00am by Zoom**

**Attendance:**

**Cllr Steve Cosser**, Chairman  
**Cllr Dr Paul Cragg**, Vice Chair  
**Cllr Mike Goodman**, Director  
**Cllr Stuart McLachlan**, Director  
**Roger Taylor**, Director, Honorary Solicitor  
**Mark Mulberry**, Company Secretary  
**Dr Richard Olliver**, Vice President  
**Liz Cutter**, Vice President  
**Anne Bott**, Deputy CEO SSALC Ltd.  
**Anna Beams**, Office, Training & Events Manager, SSALC Ltd (clerk)

**1. Apologies for absence**

Graham Alleway, Christine Howard

**2. Minutes of the previous meeting**

The Minutes were approved as a true record of the previous meeting.

**3. Matter arising not on this agenda**

No matters arising

**4. Joint Board update**

The Chairman reported that it was agreed by the majority at the joint Board meeting held on 8<sup>th</sup> February that SSALC Limited would wind up the current arrangement on 31<sup>st</sup> March 2021 and that the Company Secretary should be instructed to begin all necessary actions to close the Company. The Joint Board meets again on 1<sup>st</sup> March 2021 to receive a progress report.

**5. Future arrangements for Surrey ALC**

The Chairman advised that the working group have continued to hold regular meetings with Mark Mulberry, Anne Bott and Anna Beams to discuss progress on future arrangements.

Mark Mulberry explained that all arrangements are progressing well and that the website will be ready to launch by 1<sup>st</sup> April, email addresses and telephone numbers are set up and that communications to members outlining all necessary information will be in place and circulated in plenty of time for the changeover on 1<sup>st</sup> April. The Company address has been updated at Companies House and NatWest bank.

Anna Beams advised that development of the website is progressing well and suggested that a meeting could be held for Directors to view the site and ask any questions. It was agreed that Anna will book a Zoom meeting that Directors can attend if they wish to do so.

Cllr McLachlan raised a question as to whether extra costs would be incurred should there be delays with the closure of SSALC Limited, he was advised by Mark Mulberry that any additional costs would be charged to SSALC Limited.

## **6. Communication / EGM**

The Chairman reported that he has received a very good response from Surrey members regarding future arrangements and that the view of the working group was to postpone an EGM until later in the year. It was agreed that the only further communication before 31<sup>st</sup> March would be a bulletin containing all necessary information. In the early life of the new Surrey association a Spring Conference could help us deliver a new positive message.

*10:18 Mike Goodman joined the meeting*

The DCEO stated that she has received many positive messages and wishes of good luck from members regarding future arrangements and that the unanimous consensus is that the situation is very good news for Surrey members.

## **7. Training update**

The Chairman advised that arrangements are being finalised regarding the responsibility for and financing of training with Mark Mulberry however the basic structure is being developed and will be available for members to book by 1<sup>st</sup> April. The proposals as to future arrangements for financing will be brought back to the Board for consideration.

Anna Beams explained that the basic online programme is in development and will be in the form of a module approach made up of short, targeted sessions with members being able to attend some or all of the sessions in a particular group.

Mark Mulberry added that the programme will be broken down into sections such as Councillors, Clerks, Finance and Planning with basic core sessions in each grouping as well as intermediate and advanced modules. Conferences and Networking days will also be included in the programme.

Anna Beams further added that once face to face events resume the programme will be a blend of online and face to face events.

## **8. Finance report**

Mark Mulberry reported that there has been very little movement since December in the Surrey finances. He expects SSALC Limited to be in a position to refund the three individual County associations on 31<sup>st</sup> March and that Surrey will end the year with circa £25 – 35,000 in the bank plus a refund of £3 – 5,000 received from SSALC. Details of redundancy costs will be shared with the Board when available.

## **9. Any other business**

The Chairman reported that:

- The Contract of Employment for Anne Bott has not yet been finalised but that it is in hand and will be circulated once available.
- The agreement with Wellers Hedleys has not yet been signed but will be completed shortly.

Liz Cutter requested that she provide an update on Surrey Hills and Your Fund Surrey at the next Board meeting which was agreed.

<b>ACTION:</b> Include item on agenda for next Board meeting: Surrey Hills update
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Dr Richard Olliver expressed concerns that the Surrey association is being named as the cause of the cessation of SSALC Limited, the Chairman stated that he believes that the general consensus is that the situation has not been caused by Surrey.

Mike Goodman thanked the Chairman for the work he has put into taking the Surrey association forward under his leadership.

**10. Date of next meeting**

Wednesday 3<sup>rd</sup> March 2021 at 10.00am

*10.53 Meeting closed*

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

Dated \_\_\_\_\_