



Surrey ALC Ltd.  
Minutes of the Board Meeting of Surrey ALC Ltd.  
Tuesday 11<sup>th</sup> October 2022 at 10:00am  
Capel Village Hall

### **Attendance**

Cllr Christine Howard, Chairman  
Cllr Katia Malcaus Cooper, Director  
Cllr Stuart McLachlan, Director  
Anne Bott, CEO Surrey ALC Ltd.  
Mark Mulberry, Company Secretary & Treasurer  
Anna Beams, Clerk to the Board

#### **1. Appointment of Chairman**

In the absence of a Chairman, the Vice-Chair, Cllr Howard opened the meeting.

On the proposal by Cllr Malcaus Cooper, seconded by Cllr McLachlan, it was **resolved unanimously** to appoint Cllr Christine Howard as Chairman for the remainder of the current year 2022-23.

The CEO explained that all absent Board Members had expressed support for Cllr Howard should she be nominated.

Cllr Howard took the Chair.

#### **2. Appointment of Vice Chair**

Deferred to Away Day when all Members would be present.

#### **3. Apologies**

Received and accepted from Cllrs Graham Alleway, Dr Paul Cragg and Mike George.

It was suggested that efforts should be made to fill the Board vacancies as soon as possible and that a skills audit should be carried out as part of the recruitment process. The CEO confirmed that the matter would be included on the upcoming Away Day agenda.

**ACTION:** Anna to circulate a skill audit template prior to the Away Day

#### 4. Approval of previous minutes

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

#### 5. Financial report

Mark Mulberry referred to his report previously circulated with the agenda ([appendix A](#)).

He added that the Association holds capital of c.£5-10,000 for projects.

Mark reported that there is currently c.£17,000 in outstanding debts of which c.£15,000 are subscriptions. He confirmed that statements will be issued to debtors.

Anna suggested that the Association apply for a debit or credit card to pay for purchases such as refreshments for events, venues etc as previously these have been paid for by using personal credit cards.

Following a full discussion, it was **AGREED** that the Association will apply for a debit card, signatories to be the CEO and Anna Beams and it was further **AGREED** that the SALC Scheme of Delegation will be updated to apply current thresholds to the debit card.

#### 6. Chairmans report

The Chairman explained that, as she has been appointed at this meeting, she has no report prepared but will provide a written report for future meetings.

#### 7. CEO report

The CEO confirmed that she will provide a written report for future meetings and verbally updated the Board on the following:

Operation London Bridge – a full written report will be available for the next Board meeting however the CEO and Anna attended a reception at Loseley Park hosted by the Lord Lieutenant, the purpose of which was to thank key organisations involved in facilitating Operation London Bridge.

SALC Working Plan – a draft will be produced by the CEO, Anna and Mark and will be available for discussion at the Away Day.

AGM & Conference – the event which took place on 30<sup>th</sup> September was a success and the speakers, venue and refreshments were very well received. The CEO recommended that the Board begin to consider arrangements for next year as soon as possible.

Cyber security – the CEO reported that a recent nationwide incident had occurred which involved some SALC member councils. Information and instructions regarding the attack disseminated by NALC were confusing and time intensive for the clerks involved. It was suggested that SALC could provide training and, due to his experience in IT, that Cllr McLachlan could work with the CEO to facilitate this.

Newsletter – a newsletter has recently been circulated which covered the main points necessary. Work is ongoing by the Comms Working Group to update the newsletter design.

## 8. Comms Working Group

The Chairman explained that a second Comms Working Group meeting was held and attended by herself and Anna. She referred to her report circulated with the agenda ([appendix B](#)) and reported that 3 quotes have been received from website providers for discussion at the Away Day along with an updated newsletter design and social media profile.

She recommended that the Chairman and Vice Chair are issued with generic email addresses at a cost of £5.40 per email address per month.

It was **AGREED** that Anna would set up email addresses [chair@surreyalc.co.uk](mailto:chair@surreyalc.co.uk) and [vicechair@surreyalc.co.uk](mailto:vicechair@surreyalc.co.uk)

It was further suggested that email addresses for all Board members is included as an Away Day agenda item.

## 9. Elections including Recruitment Pack

The CEO advised that arrangements are in place to provide Elections support to member councils, to include Zoom briefings specifically focusing on the election process, updates at the Clerks and Chairs forums and a Recruitment Pack.

The elections briefings will take place in January and the CEO suggested that they are delivered by herself and Andy Beams of Mulberry & Co which was **AGREED** by the Board.

The CEO referred to the briefing paper provided by Anna ([appendix C](#)) outlining suggested Recruitment Pack contents and added that further discussions will take place at the Away Day.

## 10. Away Day

The CEO suggested the following as items for discussion at the Away Day, further to items already agreed:

- Succession planning and planning for the future
- Decisions regarding contractors, namely legal provision, Mulberry & Co and the CEO
- The current working structure of the Association

She confirmed that the Away Day will be held from 10.30am on Monday 31<sup>st</sup> October at Capel. The meeting will finish at 4pm at the latest and Board Members are requested to bring their own lunch.

Mark Mulberry confirmed that he will ensure that the Board receive a proposal for 2023-24 prior to the Away Day.

### **11. Appointment of Surrey Hills representative**

The CEO explained that, following the resignation of Cllr Steve Cosser, SALC no longer have representation on the Surrey Hills Board. She suggested that, to ensure continuity, she is appointed as representative.

On a proposal by Cllr Malcaus Cooper, seconded by Cllr McLachan, it was **RESOLVED UNANIMOUSLY** to appoint the CEO, Anne Bott, as Surrey Hill representative for the current year.

### **12. Matter arising from minutes**

The following matters arising and actions from the minutes of the previous meeting were raised:

Key Person Insurance – the Association does not hold key person insurance as it does not directly employ any staff.

Legal provision – the CEO confirmed that the current arrangement with Wellers Hedleys is based on a rolling contract of £500 for 6 months provision. She added that she remains satisfied with the current service which is good value. It was agreed that it would be appropriate to revisit requirements and test the market for the provision of services from April 2023.

### **13. Any other business**

No matters were raised.

### **14. Next Board meeting and other future dates**

Away Day – 31<sup>st</sup> October @ 10.30 – Capel Village Hall

Board meeting – 15<sup>th</sup> November @ 2pm – Cranleigh Council Chambers

Chairs Forum – 24<sup>th</sup> November @ 2pm – Zoom

Informal get together and lunch – 12<sup>th</sup> December – time and venue to be confirmed

*11:55 Meeting closed*

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

Dated \_\_\_\_\_

## APPENDIX A

### **SALC Limited – Management Accounts Reporting for the quarter to 30<sup>th</sup> September 2022.**

The association continues to move forward through 2022/23 with a strong financial footing with closing reserves anticipated to be circa £55k after a £13 surplus for the year. Our subscription income is £62k per annum so reserves will be a little high at the year-end date when comparing to the rule of thumb (50% income) we ask our members to operate at.

I don't anticipate any significant costs for the remainder of the year unless the board makes other plans.

Looking to the future I continue to propose only 2% nominal increase in subscriptions, which politically our members will appreciate in these times of rising costs and financial uncertainty.

With our increasing reserves the association is certainly in the position of being able to implement some top down project work

#### **Income**

Subscription income is £62,756 of which £17,088 remains unpaid as at the management accounts date. Statements will be issued after the board meeting.

#### **Expenditure**

The costs incurred to date are £47,329 against a total year end budget of £75,434, we are currently forecasting a year-end expenditure total of £74,399. The largest cost item is NALC fees at £20,415, followed by salaries and NI at £14,115.

All costs are listed within this pack.

#### **Bank & Cash Balances**

At the 30<sup>th</sup> September 2022 there was £66,733.51 in the current account and £511 in the deposit account. It is anticipated the current account will reduce to circa £53,834 by the year end.

A copy of the bank statement is provided with this pack

#### **Year End Forecast**

It is anticipated that there will be a surplus of £13,311 (2022: £12,882) at the year-end date. This will be subject to change as the year progresses and depending also on board decisions re future spending.

#### **Future Forecasts**

Based on an annual 2% increase, the surplus would be circa £13k each year. I would therefore propose the following charges per elector going forward

*Actual 2022/23 £0.3435p per elector {income circa £62.8} – Capped at £1,750*

2023/24 £0.3504p per elector {income circa £64.6k} – Capped at £1,775

2024/24 £0.3574p per elector {income circa £65.9k} – Capped at £1,800

2025/25 £0.3645p per elector {income circa £67.2k} – Capped at £1,825

#### **Reserves**

The associations reserves position is as listed below:

31-03-22	£41,458 (actual)
30-06-22	£94,504 (actual)
30-09-22	£80,541 (actual)
31-03-23	£54,769 (forecast)

**Time Spent**

In the six-month period to 30<sup>th</sup> September 2022 – SALC have contracted for Mulberry & Co to provide 12 hours per week (on average) service cover (2021 15hrs). For the period this equates to circa 312 hours.

The actual time spent was 289 hrs. This has been categorised as follows

55 hours	AG Advice and guidelines usually via email
146 hours	CA Chargeable administration – AGM prep, board meeting prep, newsletters website, drafting minutes
48 hours	MT Board & Other meetings
10 hours	PC Phone Call
13 hours	TR Travelling
17 hours	Bookkeeping & Accounts work

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## APPENDIX B

# Surrey ALC Director Report

<b>Meeting Date</b>	11 October 2022
<b>Agenda Item</b>	TBC
<b>Councillor</b>	Chris Howard
<b>Date of Report</b>	13-9-22
<b>SUBJECT</b>	Update on Communications Working Party

### 1) Overview

The purpose of this note is update the SALC Board on the progress of the Communications Working Party.

### 2) Main details

The Working Party consisting of Chris Howard, Katia Malcaus and Anna Beams has met twice since our last Board meeting on 26-7-22 & 13-9-22.

The group has looked at:

Website  
SALC Email accounts  
Newsletters  
Social Media  
Councillor Recruitment pack for election in 2023

#### **Website:**

Having agreed a basic brief for what was needed for a new website Anna is now looking at getting three quotes from relevant web designers. It was agreed that [www.balc.org.uk](http://www.balc.org.uk) (Berkshire ALC) was a good example of what we want for our new stand alone website, which will link to the Mulberry & Co website where relevant. This item was requested to be an agenda item for October Board meeting.

#### **SALC Email Accounts:**

It was felt that SALC needed to create some SALC email accounts. The cost is £5.40 per month per email account. It was debated whether every councillor should have an account, but some councillors were not keen to have another email account. It was felt for continuity issues and professionalism there should be a generic Chairman@salc... And Vice Chair@salc.... Email addresses that would be passed on to successive Directors taking on these roles to maintain continuity with our partner's databases. This was requested to be an agenda item at October Board meeting.

#### **Newsletter:**

AKB is creating a new look mailchimp design for our newsletters, dividing the information into small articles with links to further information on the SALC or other relevant websites.

We want to include a feature on an interesting councillor, or a successful project run by a parish council. Also one article on NALC issues. A "Did you Know" section.

We are looking for one interesting, relevant photo to accompany each article. First newsletter in new format to be sent out prior to AGM.

**Social Media:**

Once we have a new website we would like to develop our social media so councillors can join our facebook group and share success and disseminate best practice. Instagram will be useful as well. Many organisations now not using Twitter so this would be our third choice.

**Councillor Recruitment pack for election in 2023:**

AKB to produce draft SALC Councillor recruitment document for October Board meeting, based on NALC document. The draft will be presented at the October Board meeting.

**4)Next steps**

Working party to continue to meet until delivery of new website.

**5) Recommendations**

SALC Directors to progress and approve direction of travel of Comms Group so far.

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## APPENDIX C

### AGENDA ITEM 9: Elections including Recruitment Pack

The Communications Working Group have agreed a members elections pack should be produced for use by Surrey parishes. This briefing note forms a basis for discussion and agreement by the Board.

#### **NALC Councillor recruitment guidance:**

NALC currently has produced a very comprehensive Councillor recruitment pack including resources for councils to use.

[Election guidance NALC](#)

[NALC Becoming a Councillor and recruitment resources](#)

#### **SALC Election Briefing**

SALC will be running an election's briefing for clerks on Thursday 26<sup>th</sup> January 2023 @ 10.30am. The briefing will be held on Zoom and will be free of charge to members. The briefing will be delivered by Anne Bott and Andy Beams. Andy currently facilitates the Mulberry & Co Clerks training, which includes elections and co-option training. A second briefing can take place should there be demand.

#### **New Councillors Pack – example of content:**

Surrey ALC – Members Guide – to include who we are, what we do, the team, the Board, contact details, website, how to join if not a member, details of training, forum dates, conferences

Template pack for councils to amend for their own use could include (for example and not exhaustive):

[All about Parish Councils](#)

Powers and Duties of Councillors

Good Councillors Guide

Role of Chairman

Role of Clerk

Standing Orders (own councils version)

Financial Regulations (own councils version)

Parish Council Committees - Terms of Reference (own councils version/s)

Members Code of Conduct (own councils version)

Council policies (own councils versions)