



Surrey ALC Ltd.
Minutes of the Board Meeting of Surrey ALC Ltd.
Tuesday 15th November 2022 at 2.00pm
Held remotely on Zoom

Attendance

Cllr Christine Howard, Chair
Cllr Graham Alleway, Director
Cllr Dr Paul Cragg, Director
Cllr Mike George, Director
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. Welcome

The Chair welcomed all Members to the meeting.

2. Apologies

No apologies received.

3. Appointment of Vice Chair

One expression of interest was received from Cllr Malcaus Cooper and therefore Cllr Malcaus Cooper was duly unanimously **ELECTED** as Vice-Chair.

4. Approval of previous minutes

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

5. Financial matters

Mark Mulberry referred to his briefing note circulated with the papers from the previous meeting held on 11th October ([APPENDIX A](#)). He had no further updates other than to add that he still recommends an increase in subscriptions of 2% for 2023-24 and 2024-25 and that the majority of outstanding subscriptions have now been paid.

The Chair noted that it is important that the Board produces a business plan to enable the Association to allocate funds appropriately and provide member councils with a clear vision for the future.

In response to a query from Cllr George, Mark explained that a 3-year budgeting forecast is available within the Management Accounts circulated to the Board quarterly.

14:10 Mark Mulberry left the meeting

6. Chair's report

The Chair referred to her report circulated with the agenda ([APPENDIX B](#)).

She asked whether any Members of the Board would like to attend the Affordable Housing Summit on 8th December. Cllr Malcaus Cooper volunteered, and the CEO confirmed that she will attend.

The Chair reported that the Civility and Respect project was highlighted at the NALC AGM and suggested that SALC could have some involvement. The CEO explained that a few member councils have signed the Civility and Respect Pledge and that any information received has been disseminated to member councils. The CEO added that she is aware of a number of parishes that have viewed recorded webinars made available through NALC.

Cllr Alleway queried why it was reported at the NALC AGM that CIL is not working, the Chair explained that there appears to be some frustration with parish and town councils not receiving CIL money. Cllr Alleway suggested that the issues parishes are experiencing could be a good example of where SALC could engage with member councils, for example by way of a survey, and lobby on their behalf.

7. CEO report and outcomes from the Away Day

The CEO reported that the primary demands on her time are Councillors and Clerks ringing her for textbook advice and a few where she has needed to advise on more serious matters, mainly around the Code of Conduct. She added that she has been approached by local media to make a statement regarding a member council, the CEO confirmed that she declined to make any comment.

As an outcome from the Away Day, the CEO suggested that the agreed visioning exercise should be scheduled for the new year. She recommended that David Carden is the most appropriate person to carry out the project as he has substantial knowledge of the sector along with experience in developing business plans for local councils.

As a quote has already been received from David Carden, it was suggested that the CEO confirms with him that all aspects of the visioning exercise are included within the quote, including individual interviews with all Board Members, the CEO and officers from Mulberry & Co.

It was **AGREED** that the CEO will instruct David Carden to commence a visioning exercise in the new year on the terms above and, should individual interviews not be included within the quote, the CEO has the authority to agree revised terms.

ACTION: CEO to instruct David Carden to commence a visioning exercise in the new year.

8. Comms Working Group

Anna advised that the meeting scheduled for 11th November had been postponed and will be rescheduled as soon as possible. A written report will be circulated to all Board members.

Cllr Malcaus Cooper explained that she wished to contact the Berkshire Association to discuss their website and gain access to the members areas however, the contact details on their website are not working.

ACTION: The CEO to make contact with her counterparts at the Berkshire and Hampshire Associations to discuss possible access to their website and to put them in touch with Cllr Malcaus-Cooper.

9. Elections update

Anna explained that, following the Away Day, she has met with the CEO to discuss contents of election packs. As the Board would like the information to be circulated in January, Anna suggested having a first draft available for discussions at a meeting of the Comms Working Group in early December.

Anna added that she has started to collate information and that there are 3 components – a pack for potential new councillors, a pack for clerks containing information regarding the election process and a pack for newly elected councillors.

The CEO reminded the Board Members that she will be delivering a free of charge remote elections briefing for clerks of member councils on 26th January along with Andy Beams. She added that the Sussex Associations are producing a video for prospective new councillors which SALC may be able to tailor for their own use by sharing the production costs.

It was **AGREED** that the packs will be circulated to clerks before the elections briefing taking place on 26th January.

ACTIONS:

- Anna to produce first draft of packs by week commencing 5th December
- Anna to schedule meeting of Comms Working Group for week commencing 5th December
- Final draft of packs to be completed by week commencing 16th January
- Packs to be circulated and posted on website week commencing 16th January

10. Cyber Security Webinar

Cllr McLachlan advised that he has a colleague that can assist SALC in generating a service to offer to member councils. The service would be aimed at clerks and would provide advice on IT related matters including cyber security, compliance and data protection. Cllr McLachlan would like to look at building a service for member councils and how that service would be branded. He suggested that a regular IT item could be included in the SALC newsletter.

The CEO advised that, although she is not aware of many member councils experiencing IT issues, there was recently a potential breach which was found to be unfounded.

Following discussions, the Chair suggested that the matter is included within the visioning exercise discussed under item 7, discussions are held with Mulberry & Co regarding provisions already in place and an item is included on the agenda for the next Board meeting. It was further suggested that Cllr McLachlan writes an article for the newsletter regarding IT provision for parish council's including cyber security from his perspective.

ACTIONS:

- Cllr McLachlan to produce an article for the SALC newsletter regarding cyber security from a council's perspective
- The matter to be included in the visioning exercise
- **Agenda item for next meeting – Cyber Security Service**

11. Matters arising from previous minutes

Application of a SALC debit card: the application has been started, the CEO to complete and submit additional paperwork as requested by the bank.

Set up email addresses for the Chair and Vice Chair: will be completed once the SALC debit card has been received.

Legal provision: it was **AGREED** that quotes should be sought in January 2023 for legal provision from March, based on an agreed specification.

ACTION: Agenda item for next meeting – Legal Provision

12. Schedule of Board meetings

Dates were **AGREED** based on the attached schedule ([APPENDIX C](#)).

13. Future venues

It was **AGREED** that venues would be investigated across the county for meetings and events. Cllr Dr Cragg suggested that the offices of Worplesdon Parish Council would be a suitable venue for meetings.

14. Schedule of informal meetings with clerks (2023)

Deferred to the next Board meeting.

ACTION: Agenda item for next Board meeting – Schedule of informal meetings with clerks (2023)

15. AGM/Conference 2023

Anna referred to a quote received from Dorking Halls which had been circulated with the agenda which included the hire of the hall, technical support, food and refreshments. She added that the Hall is currently available on Friday 20th October 2023, the date agreed for the AGM and conference.

Following discussions, it was **AGREED** that the event should be delivered in a professional and competent manner and that the venue, speakers and refreshments should reflect this.

it was **AGREED** to book Dorking Halls for the AGM and conference and that decisions regarding food and refreshments would be made at future Board meeting.

The CEO requested that Board Members consider speakers for the conference and feedback to the next Board meeting.

ACTIONS:

- Anna to book Dorking Halls for the 20th October 2023 and pay any deposit required
- Include an item in the next newsletter requesting suggested topics for the AGM and Conference
- Anna to circulate a 'save the date' to member councils
- **Agenda item for next Board meeting – Speakers for the AGM and Conference**

16. Matters for the next Board meeting

There were no further matters other than those highlighted within actions.

17. Date and venue of next meeting

Friday 20th January 2023 @ 10.30 by Zoom

16:00 Meeting closed

Signed (Chairman) _____

Dated _____

APPENDIX A

SALC Limited – Management Accounts Reporting for the quarter to 30th 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 30th 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 30th 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

APPENDIX B

SALC DIRECTORS REPORT

CHAIRS REPORT

Meeting Date	15-11-22
Agenda Item	
Councillor	Chris Howard
Date of Report	5-11-22
SUBJECT	Chairman's Update

1) Overview

To update the SALC Board on Chairman's activities since last meeting.

2) Main details

1. Delivery Board – 20-10-22

Attended Surrey Delivery Board via zoom.

Finally some progress with collaboration between the borough and county. Consultants commissioned to write report on housing crisis. Report presented at meeting. It will take 30 years at current rates to get through the backlog.

Nothing directly relevant for parishes as yet.

Been invited to an Affordable Housing summit on 8th December at Surrey CC offices in Reigate. If any Directors have delivered on some affordable housing in their area then perhaps you would like to join me at this conference. Also, if you know of a parish that has delivered on affordable housing then let me know.

2. NALC AGM

I attended the AGM via zoom on 25-11-22. Main points to note:

- Huge concern/debate over changing the law to allow virtual council meetings. NALC is lobbying hard to get government to change the law, as the local councils seem unanimously in favour of being able to have them held online.
- A lot of effort being put into making NALC as open and accountable as possible.
- Putting a lot of emphasis and resource into the Civility and Respect campaign.
- Also working with media to run more stories on parish and town councils.
- Working in collaboration with other organisations to influence government eg. Rural Coalition.
- Long debate on Neighbourhood Plans and their pros and cons. Some borough councils are not encouraging them or are using 106 agreements rather than CIL so they don't have to give money to the parishes. New IL coming in to replace CIL apparently...as CIL not working.
- Proposal to go to Proportional representation for NALC voting was rejected.
- NALC membership fee approved. 3% rise. Request that with new website that only paid up members get access.

Surrey Wildlife Trust 'Action for Nature' webinars

The first webinar was held on 11th October. It featured the CE of SWT Sarah Jane Chimbwandira and several climate change experts who set the scene and purpose of the webinars. It then featured two community initiatives-

one a group of volunteers who have restored wetland site at Busbridge, near Godalming and the other was the Carbon Zero project in Guildford.

The next webinar is on 9th November. The previous one is available on the SWT website.

I am chairing the one on 1st December and it will feature the work my parish has done on managing our commons and trees and how best for volunteers to work effectively with parish and town councils and boroughs and district and Surrey CC to make positive changes to increase biodiversity in your area.

DRAFT

APPENDIX C

Board Meeting Dates	Venue	Core items
Friday 20th January @10.30	Zoom	Quarterly accounts Service provision decisions AGM prep Elections skills audit
Friday 10th March @ 10.30	TBC - face to face - east of county	final website demo elections service provision contracts
Monday 17th April @10.30	face to face	Quarterly accounts AGM prep elections
Friday 14th July@ 10.30	zoom	Quarterly accounts set subscriptions for 2024-25 AGM prep
Monday 9th October @ 10.30	face to face - Cranleigh	Quarterly accounts final AGM prep Appointment of chair/vice chair
Friday 20th October @ 10.00 - 3/4pm	Dorking Halls	AGM