



## Surrey ALC Ltd.

# Minutes of the Virtual Board Meeting of Surrey ALC Ltd. Held by Zoom on Monday 4<sup>th</sup> March 2022 at 9:30am

### Attendance

Cllr Steve Cosser, Chairman  
Cllr Christine Howard, Vice Chair  
Cllr Graham Alleway, Director  
Cllr Dr Paul Cragg, Director  
Cllr Katia Malcaus Cooper, Director  
Cllr Alan Midgley, Director  
Anne Bott, CEO Surrey ALC Ltd.  
Mark Mulberry, Muberry & Co.  
Anna Beams, Clerk

#### 1. Welcome

The Chairman welcomed the Members to the meeting.

#### 2. Apologies

Apologies were received and accepted from Cllr Stuart McLachlan.

#### 3. Minutes of the previous meeting

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

The Chairman referred to the following actions resulting from the previous meeting:

**Recruitment** – the Chairman suggested that an item was included on the Agenda for the away day taking place on 24<sup>th</sup> March to discuss how the Board wish to proceed with SALC offering a recruitment service.

**Insurance** – Cllr Midgley stated that he believes that staff are a Councils main asset and that he would like to fully scope insurance provision and need. He requested that Board Members provide him with information of their Council's business interruption insurance to enable him to carry out research for his report to the Board in respect of insurance cover.

**SALC Spring Conference** – the Chairman advised that, although a Spring Conference had been planned to take place in March, it has not been possible to secure the attendance of the Rt Hon Michael Gove. He has therefore taken an executive decision, along with the Vice Chair and CEO, to cancel plans for a Spring Conference at this present time.

*At the Chairman's discretion, agenda item 6 was discussed next to enable Mark Mulberry to leave the meeting.*

### Financial report

Mark Mulberry referred to his report as previously circulated. He highlighted the following:

- The Association is forecast to receive c. £87,000 income by year-end

- Expenditure is forecast at c. £76,000
- Surplus is forecast at c. £10,000 with c. £44,000 in the bank
- As at 28<sup>th</sup> February, turnover is at £87,000 with £16,000 profit and £43,000 in the bank

The Chairman added that the finances are as expected at this point in time.

Following a query from Cllr Midgley, Mark explained that the term 'flow through', as noted next to the NALC affiliation fees on the financial report, refers to money which comes into and out of the account and makes no net difference to the balance.

Cllr Midgley further queried the meaning of 'Management Charges' and also the recommended level of reserves. Mark explained that Management Charges are the provision of services such as administration support, rent, telephone etc. and that 50% is a healthy buffer for SALC to hold in reserves in the event of an emergency.

Cllr Howard thanked Mark for his continued work over the past year.

*9:48 Mark Mulberry left the meeting*

#### **4. Chairman's report**

The Chairman reported on the following:

He recently attended a meeting with Michael Coughlin (DCEO, Surrey County Council) and Cllr Josh Bigmore (Leader, Guilford Borough Council and Leader of Boroughs and Districts across Surrey). The purpose of the meeting was to discuss that, should the County move forward with its deal, it recognizes that it has to make decisions as to how it delivers new services in Surrey.

Meetings will be held between Town and Parish Council and District and Borough representatives to hold preliminary discussions about how services may best be delivered and by whom. Along with the Vice Chair, the Chairman will attend future meetings however if there are specific areas to explore, other Board Members or other representatives from the sector with specific relevant skills could attend. Cllr Bigmore has discussed their involvement on the forum with towns and parishes and it has been agreed that they should be involved.

The Chairman added that he is pleased to see a strong commitment from both Michael Coughlin and Cllr Bigmore.

Along with the Vice Chair, the Chairman attended a meeting with Cabinet Members for both Highways (Cllr Matt Furniss) and Communities. The purpose of the meeting was to discuss new arrangements for Highways in Surrey as the County Council will be moving away from the Local Committees system. Money available for determination will be allocated to local County Councillors and they will need to demonstrate that they have consulted and engaged with appropriate local groups. The Chairman pointed out that in areas of the county where there are Town and Parish Councils they should be preeminent in any consultations and discussions. As a result of the meeting, Cllr Matt Furniss, has agreed to provide a briefing note for member councils explaining the new arrangements in detail and he has also agreed to provide an update at the SALC Chairs Forum taking place on 8<sup>th</sup> March.

The Chairman was invited to attend a recent Society of Local Council Clerks (SLCC) meeting where he provided an update regarding the Levelling Up agenda.

*10:03 Cllr Malcaus Cooper joined the meeting*

#### **5. CEO's report**

The CEO advised that January had been a particularly heavy month in respect of advice being sought by member councils but that February had eased. She further reported the following:

**NALC Lobby Day** - letters have been issued to all local MPs inviting them to attend the Lobby Day although, to date, no responses have been received. She explained that one of the purposes of the Lobby Day is for County Officers to have an opportunity to discuss critical issues for the sector during allocated sessions with local MPs. The CEO added that she will circulate a copy of the letter to all Board Members and that if they wish to speak directly to their local MPs she would welcome that they do so.

**NALC Legal Users Group** – The CEO explained that she is now a member of the NALC Legal Users Group, along with two other County Officers, which was created for the purpose of discussing and recommending improvements to the legal services which are provided by NALC. The Group has primarily focused on the Civility Project which is being carried out by NALC and which focusses on the Code of Conduct. NALC have recommended that councils adopt the LGA Code of Conduct however, the LGA Code does not appear to be published on the NALC website. Following recommendations by the Group, steps are being taken by NALC to publish the LGA Code of Conduct.

The CEO further reported the following:

- The SALC Chairs Forum takes place on Tuesday 8<sup>th</sup> March at 7pm, attended by Cllr Matt Furniss, Surrey County Council and the Clerks Forum takes place on Monday 14<sup>th</sup> March at 10am attended by Lisa Townsend, Surrey Police and Crime Commissioner.
- The SALC Chairman gave an excellent presentation on Levelling Up at the recent SLCC meeting which was extremely well received.
- The National Salary Award has been agreed at an increase of 1.75% and details have been circulated to clerks.
- The CiLCA Service Agreement has been received and signed for 2022-23 and the trainer's insurance has been paid.

Following a query from Cllr Midgley, it was **AGREED** that all Board Members should be invited to future Chairs Forums.

## 6. Financial report

*As previously discussed*

## 7. Arrangements for the away day

*To be discussed under agenda item 10*

## 8. Renewal of agreement with Wellers Law Group

The CEO reported that the Association currently has an agreement in place with Wellers Law Group. The agreement is for a 6 monthly period at a fee of £500. The CEO added that queries in respect of transactional matters may be passed to Roger Taylor at Wellers Law Group and are usually dealt with promptly and that the agreement is working extremely well.

It was **AGREED** to continue with the current arrangement.

## 9. Arrangements for AGM and future conferences

Following an open discussion, it was **AGREED** to hold the AGM and Conference on Thursday 29<sup>th</sup> September 2022. It was further **AGREED** that Anna Beams would research venues, provide the Board with quotes and investigate the possibility of inviting exhibitors to the event.

*Due to the nature of the following agenda item, Anna Beams left the meeting*

## 10. Away Day

Members discussed the Away Day Agenda.

The working groups reported on their projects which are ongoing.

Reports will be provided to the Chairman and CEO to be circulated 7 days before the 24<sup>th</sup> March.

Key areas for discussion were agreed, recognising that members may wish for other areas to be discussed time permitting.

One of the key areas, Recruitment, may only be a preliminary discussion but needs fully addressing soonest.

**11. Proposal from Mulberry & Co for future agreement**

It was **AGREED** that the agreement with Mulberry & Co would be formally extended on the same terms for a period not exceeding 3 months.

**12. Date and location for next Board meeting**

Monday 13<sup>th</sup> June, venue to be confirmed.

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

Dated \_\_\_\_\_

DRAFT