



Surrey ALC Ltd.
Minutes of the Virtual Board Meeting of Surrey ALC Ltd. held on
Monday 12th July 2021 at 10:00am by Zoom

Attendance

Cllr Steve Cosser, Chairman
Cllr Dr Paul Cragg, Vice Chair
Cllr Mike Goodman, Director
Cllr Graham Alleway, Director
Christine Howard, Vice President
Dr Richard Olliver, Vice President
Liz Cutter, Vice President
Roger Taylor, Legal Advisor
Mark Mulberry, Accountant
Anne Bott, CEO Surrey ALC Ltd.
Anna Beams, Mulberry and Co (Clerk)

1. Apologies for absence

Stuart McLachlan

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

The Chairman raised the following matters:

- Surrey Hills – a meeting was recently attended by Rob Fairbanks and Liz Cutter of Surrey Hills, Chris Howard and the Chairman to collaborative working between SALC and Surrey Hills and the Green Initiative. A conference organised by Surrey Hills is scheduled to take place on Thursday 29th July to which SALC members are invited. The Chairman advised that he had voiced his concerns of the level of involvement expected from SALC in respect of the Green Initiative, and his understanding is that there will be further discussions within Surrey Hills and that they will be submitting a revised document. Liz Cutter reported that discussions are due to take place regarding the Green Initiative but that currently the proposed extension of the AONB has taken precedence. Chris Howard advised that the Surrey Hills trust fund has co-funded a Greener Community Officer and that further details will follow.
- Recruitment – the Chairman requested an update on SALC recruitment assistance for members and was advised by the CEO that information has been placed on the website and the newsletter but that there have been no enquiries to date. The CEO further advised that she is aware of 2 or 3 upcoming vacancies which may generate some requests for assistance over the summer period.

4. Chairman's report

The Chairman reported that he has attended the recent Clerks and Chairman's forums which he described as being a very pleasant and positive experience. He thanked the staff for setting a good foundation for the future of SALC during the past 3 months.

5. CEOs report

The CEO reported that

- it has been business as usual in respect of the service received by member councils and she generally responds to queries within a day. Member councils are able to text her if necessary and the feedback has been that they are delighted with the communication received. There have been 3 major issues to resolve which have gone beyond giving basic advice.
- She has attended the fortnightly NALC meetings where the contact with fellow County Officers has been highly beneficial and is a helpful source of information and advice. Information received at the meetings has been collated in the SALC newsletter.
- A quarterly magazine is published by NALC and is available by subscription for the cost of £11 per year.
- She met with the Chairman of the local SLCC branch, Iain Lynch, and reported that Iain had expressed concerns that the training programme is currently delivered by an independent company, Mulberry and Co, and not by SALC. The CEO further advised that she will be attending future SLCC branch meetings in order to share issues and build a relationship between SALC and the SLCC.

In response to the concerns raised by Iain Lynch regarding the training programme, Mark Mulberry advised that Iain Lynch had contacted him directly and explained that the Members of Farnham Town Council were disappointed that training was not being delivered solely by SALC. He explained that their disappointment is in respect of the training being delivered by any commercial enterprise and not specifically aimed at Mulberry and Co.

The Chairman requested that any further discussions with Farnham Town Council regarding the training programme should be directed to him.

- The Mulberry and Co training programme includes 8 Councillor modules, 7 of which the CEO delivers. This has proved beneficial in building contact within Surrey, particularly with the Chairmen of member councils, who have made contact following the training.
- She recently attended a meeting led by the SALC President, HM Lord-Lieutenant of Surrey Michael More-Molyneux on the topic of the Queens Green Canopy initiative to mark the Queen's platinum jubilee. The aim of the initiative is to invite people from groups and communities to plant trees and hedgerows in order to make green spaces. The CEO reported that there is a lack of understanding of the project and how it will work and that she has written to the Lord-Lieutenant requesting that he provides a briefing for member councils. She advised that SALC could act as a conduit in respect of the initiative.

Cllr Mike Goodman advised that he is aware of the initiative and that Surrey County Council have planted 225,000 trees in the last 2 years with the aim of planting 1.2 million by 2030. He explained that the aim of the initiative is to encourage local communities to plant trees.

Chris Howard advised that Wonersh Parish Council will be planting hedgerows as part of the initiative and suggested that details of other members projects could be included in the SALC newsletter.

It was **AGREED** that a subscription for LCR magazine is purchased by SALC on behalf of the CEO

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| ACTION: Anna Beams to purchase a subscription for LCR magazine on behalf of the CEO |
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6. Financial report

Mark Mulberry referred to the financial report previously circulated to members of the Board and added that SALC is in a very healthy financial position.

- SALC should expect circa. £1200 – 2000 to be returned from SSALC on closure of the account however there is currently an 8-week delay in closing down the SSALC accounts due to Customs House delays.
- Most subscriptions for 2021-22 have now been received and the small number of remaining members that are yet to pay will be sent reminders.
- Mark advised that the Board should begin to consider subscription fees for the forthcoming year and recommended a maximum increase of 2%.

The Chairman responded that he is delighted that the number of members that have not yet paid their subscriptions is so low and suggested that the subscription fees for the forthcoming year should be discussed at the next Board meeting in September.

7. Training report

Anna Beams referred to the training report previously circulated to Board members, there were no further comments or questions. The Chairman thanked Anna for a very thorough report.

8. CiLCA Support Programme

The CEO referred to her report previously circulated to Board members. She explained that the CiLCA Service Level Agreement states that the county association is the responsible service provider even if another county association delivers the training. The CEO has received correspondence from the SLCC which explains that students are free to use the training delivered by alternative counties but that the SLCC strongly encourages students to use services within their own county.

Roger Taylor explained that his understanding is that the SLCC has no issue if a county association refers a student to an alternative county providing the alternative county has no issue with the arrangement. The SLCC prefer the local county association to be the training provider if possible but, providing the CiLCA student has access to training from another county, they do not need to be the service provider themselves.

The Chairman suggested that Roger Taylor reads through the agreement with the CEO and that they both have a further discussion with the West Sussex Association regarding Surrey CiLCA candidates being referred to them for training. He suggested that the CEO provide a report to take to the next Board meeting for further discussion.

10.50 Mark Mulberry left the meeting

9. Members Survey

The Chairman reported that a draft member's satisfaction survey has been prepared by the CEO, himself and Anna Beams. The survey is a streamlined and focussed document with the purpose of receiving member councils' feedback on the services currently provided.

A draft of the survey was previously circulated and Board members **APPROVED** the document for circulation to member councils.

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| <p>ACTION: Anna Beams to circulate the survey to member councils and collate results for next Board meeting</p> |
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10. AGM

The CEO reminded the Board that the date for the AGM has previously been agreed as Thursday 14th October and that, assuming it will be face to face, would be followed by a conference finishing at lunchtime. She suggested that Surrey Police, Surrey County Council and Surrey Hills should be invited to speak. A quote has been obtained from Dorking Halls as a possible venue which totals in the region of £2000. She reminded

Board members of the urgency of finalising details as notice of the AGM is required to be given to member councils and any speakers invited to attend will need to be contacted as soon as possible.

Cllr Graham Alleway suggested that the conference should concentrate on relevant issues such as planning or unitary. The Chairman noted the suggestion and advised that thought would be given to suitable speakers and that the County Council should be invited to attend.

Alternative venues were suggested which are

- United Reform Church Hall, Dorking
- Shalford Village Hall
- Wilfred Noyce, Godalming
- Fairfields, Worplesdon

It was **AGREED** that alternative venues will be investigated, a fee will be set and that agreement of the venue, fee and agenda is delegated to the Chairman.

It was **AGREED** that the CEO will contact the Leader of Surrey County Council inviting him to speak at the conference in the morning immediately following the AGM. Surrey Police and other speakers will be contacted once a suitable venue has been agreed.

ACTION: Anna Beams to arrange meeting with the CEO and Chairman once quotes have been obtained for possible venues

11. Relationships with external bodies

The Chairman stated that he would like to establish a regular annual or bi-annual meeting with the Leader of Surrey County Council as soon as possible in order to develop a strong relationship with the county and that he had nothing further to report at this stage.

12. New Board members

The Chairman updated the Board that he has received and met with 3 expressions of interest following a request that was posted on the SALC website and in the newsletter. The expressions of interest were received from the Chairmen of Shalford Parish Council and Churt Parish Council and one other person. The Board need to hold a discussion regarding how many new Board members should be appointed.

He reminded the Board that he had contacted them to indicate whether they will wish to continue to serve as Board members in the forthcoming year and to propose that Vice Presidents may be given the opportunity to be appointed as active, voting Board members.

Dr Richard Olliver responded that he had been honoured to be appointed as a Vice President of SALC following his term as Chairman. He added that he believes that the Board does need Vice Presidents but possibly not 3.

Liz Cutter added that she very much enjoys her role as Vice President and her contribution to Surrey Hills as part of her role. She would like further time to consider.

Christine Howard feels that she has a very active role and has enjoyed her part in the re-invigoration of SALC. She indicated that she would like to be more involved going forward as a Director.

The Chairman highlighted that one of the proposed changes to the Articles of Association subject to the agreement of the board is that, in addition to the 10 Directors that must be serving Town or Parish Councillors, 3 further non-councillor members can be appointed at the discretion of the Board based on their skill set.

The CEO observed that the geographical spread of the Board is limited, she suggested that hybrid Board meetings could be held in order to attract candidates from a wider area. The CEO further observed that the Board needs at least one Vice President to stand in for the President if necessary.

11.33 Chris Howard left the meeting

13. Articles of Association

The Chairman thanked Roger Taylor for his work in drafting the proposed new Articles of Association.

The Chairman continued to identify the pages on which proposed changes have been made, updated the Board on substantive items and asked the Board to agree the changes.

- Page 9 – Appointment of Directors - all proposed changed **AGREED**
- Page 12 – AGM
 - (a) the first item of business shall be the election of the president who shall be elected for a term of four years
AGREED to amend wording to ‘for a term of **up to** four years’
All other proposed changes **AGREED**
- Page 14 – holding meetings by electronic means - all proposed changes **AGREED**

Roger Taylor confirmed that the revised Articles of Association can be adopted as one the first items of the AGM and followed for the remainder of the meeting.

The Chairman requested that those Board members that have not responded to his earlier communication regarding their continuation as Board members and his proposal that Vice Presidents become Directors respond as soon as possible. He will then meet with the CEO to discuss a proposal regarding the appointment of new Board members to take to the current Board.

14. Date of future meetings and AGM

Board Meeting: Monday 20th September 2021 @ 10.00am

AGM: Thursday 14th October 2021

Board Meeting: Monday 13th December 2021 @ 10.00am

Board Meeting: Thursday 24th March 2022 @ 10.00am

11.48 Meeting closed

Signed (Chairman) _____

Dated _____