



Surrey ALC Ltd.

Minutes of the Virtual Board Meeting of Surrey ALC Ltd. held on Thursday 14th January 2021 at 09:30am by Zoom

Attendance

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

1. Apologies for absence

Graham Alleway

2. Minutes of the previous meeting

The Minutes were approved as a true record.

3. Matter arising not on this agenda

The CEO advised that Parish Online have been approached to discuss the feasibility of offering licenses to members.

4. Officers Reports

- **Training**

The Chairman referred to a training report previously circulated by Anna Beams, he queried the figures provided. Anna Beams confirmed that the figures are for quarter three and are the total income for SSALC before expenses. He noted that we continue to provide a comprehensive training programme and agreed with the approach being taken. The Chairman thanked Anna Beams for her work on the training programme.

- **Membership**

The CEO and DCEO advised the Board that Oxted Parish Council have given notice to end their membership at the end of the financial year and that there have been no other changes to membership.

- **NALC matters**

The CEO updated the Board that NALC continue to hold regular County Officer meetings and that the following items have been discussed:

- Local elections: it has been clarified by a statement from the Cabinet Office that local elections will take place this year subject to Covid Regulations.

09.37 Roger Taylor joined the meeting

- Extension of Covid Regulations: any extension will be subject to primary legislation but NALC are keen to promote hybrid meetings. Cllr McLachlan advised that Capel Parish Council have held a number of successful hybrid meetings and offered to discuss the process with the CEO.
- Model Code of Conduct: concern has been raised regarding the updated Code and NALC have requested comments from County Associations on their views.

09.44 Frances of Wellers Hedleys Solicitors joined the meeting

5. Finance report

Mark Mulberry provided an update and advised that the Association is expected to end the current financial year with a circa £7,000 surplus and that the Association has no debtors or creditors. The Chairman queried the final surplus figure based on his understanding of an update at a previous meeting, Mark Mulberry advised that he did not have the update available and would clarify this with the Chairman following the meeting. The financial report was noted by the Board.

6. Any other business

Cllr Cutter raised the matter of a meeting that had occurred between Surrey Hills and Natural Communities (Surrey County Council). Natural Communities had expressed that they would like to engage with the Surrey Association to promote the initiative. The DCEO stated that a Clerks and Chairman's Forum is being held on 27th January when the matter will be raised and extended an invitation for a representative from Natural Communities to attend. The Chairman further added that contact will be made by the Association to clarify the position and suggested that an item is included on the Agenda for the next Board meeting.

ACTION: Natural Communities to be invited to attend the Clerks and Chairman's Forum on 27th January.

7. Date of next meeting

To be decided at reconvened meeting

10.04 Trevor Leggo (CEO), Anne Bott (DCEO) and Anna Beams left the meeting

8. PART 2: Confidential: Report of working party on proposed future organisational arrangements

Present: Steve Cosser, Chris Howard, Paul Cragg, Liz Cutter, Richard Oliver, Stuart McLoughlan, Mike Goodman

After an update by the Chairman on the position in West Sussex and the Joint Board situation and a presentation of possible future options for Surrey ALC in the future by the working party (SC, CH, PC) , it was agreed that the Chairman, Steve Cosser would, following his attendance at the Joint Board meeting on Monday 18th January, report on the outcome to the Board and the Surrey ALC Board would reconvene on Thursday 21st January at 11am for this purpose and to decide the way forward.

10.30 Meeting closed

Reconvened meeting on 21 January at 11 a.m

Present – Steve Cosser, Paul Cragg, Mike Goodman, Stuart McLachlan, Graham Alleway, Chris Howard, Liz Cutter, Richard Olliver.

1. The Board received and noted an update from the Chairman on:-

- (a) The SSALC meeting held on 18 January 2021
- (b) Further activity undertaken by the Working Group

2. Having received a report from the Working Group (Chairman, Vice-Chairman, Chris Howard) the Board resolved unanimously that, in order to best protect and advance the future interests of its member Councils, to agree the following proposals and arrangements for establishing a new service provider:

- a. To create a position of SALC Chief Executive and this post to be offered to Anne Bott on the principal terms and conditions set out in the circulated confidential draft documents. (It was agreed that the final detailed contract documents should be sent to all Board members for their personal confidential information).
- b. To accept the offer from Mark Mulberry and Co. for a comprehensive finance and admin package, to include also the employment of Anne Bott as Chief Executive, as set out in the circulated confidential document.
- c. To accept the offer from Wellers Hedleys for Legal support as described in the circulated confidential document.
- d. To authorise the Chairman of SALC, in consultation with Working Group members, to make any adjustments to these arrangements and terms of employment should this be necessary prior to implementation.

3. The Board resolved unanimously that all necessary steps should be taken to seek to ensure that everything is in place to enable the new arrangements described in 2 above to be operative from 1 April 2021.

4. It was agreed unanimously that a letter should be sent that day to all member Councils informing them of the decisions taken by the Board and the reasons for them and inviting them to a meeting the following week to hear more detail of the new arrangements and to ask questions. It was agreed that arrangements for future engagement with members on the new arrangements should be decided by the working Group following the experience of the first meeting.

5. The Board resolved unanimously that an Extraordinary General Meeting be convened at the appropriate time to make changes to the Associations constitutional arrangements as described in the circulated confidential document.

6. The Three Vice- Presidents present at the meeting asked that the minutes record that they also supported fully all the decisions set out in minutes 2-5 above.

7. It was agreed that the next meeting of the Board should take place on Tuesday 16 February at 10.00 a.m.

Date of next meeting: 16 February 2021 @ 10.00am

Signed (Chairman) _____

Dated _____