

**Surrey ALC Ltd.**

**Minutes of the Virtual Board Meeting of Surrey ALC Ltd. held on
Wednesday 14th October 2020 at 10:00am by Zoom**

**Attendance**

**Cllr Steve Cosser,** Chairman

**Cllr Dr Paul Cragg,** Vice Chair

**Cllr Mike Goodman**, Director

**Cllr Graham Alleway,** 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**

There were no apologies for absence

1. **Minutes of the previous meeting**

The Minutes were approved pending the following amendment:

Under Item 5 Constitutional Matters

Mark Mulberry advised that the West Sussex Association as a limited company cannot be removed by members. They can take their membership elsewhere, but cannot remove the company from the three county arrangement as it is owned by SSALC Ltd. He advised that should West Sussex members opt not to continue to be members of the West Sussex Association\* then the Association would not be in receipt of their subscription income and SSALC Ltd as a whole would receive less income.

\*West Sussex Association changed to **joint arrangement**.

1. **Matter arising not on this agenda**

The CEO advised that he has not yet approached Surrey County Council regarding funding for Parish Online as he has focussed on East Sussex initially.

1. **Officers Reports**

**CEO and Deputy CEO:**

* Several member councils are currently seeking individual advice on various matters but mainly staffing issues with some GDPR and planning queries also being received. The Deputy CEO further reported that she has been approached for advice on property and contract matters and that the advice of Roger Taylor has been sought.

*10.06 Christine Howard joined the meeting*

* The CEO and Deputy CEO will be holding the first remote visioning exercise for Wonersh Parish Council on 26th October.
* Two upcoming events that will be of interest to Surrey members are the Surrey Clerks Forum (26th October) and Chairs Networking Forum (6th November).
* SERCAF (South East Region County Association Forum) have compiled a response to the Planning White Paper consultation on behalf of all Associations in the area.

 **Mark Mulberry:**

 Updated the Board on the current financial situation and advised of an expected balance of £30k at year end.

 He advised that a budget of circa £18k was expected to be received by SSALC Ltd from training income and that

 any increase in subscription fees had been agreed by the joint Board.

*The Chair requested that the order of the following two agenda items were changed*

1. **NALC update** *(Item 6 on Agenda)*
* The CEO advised that NALC are focussing on delivering health and wellbeing seminars which will follow the NALC AGM taking place on 27th October 2020.
* The following were appointed as NALC AGM voting representatives:
	+ Steve Cosser
	+ Dr Paul Cragg
	+ Mike Goodman

**ACTION:** Anna Beams to book the three voting representatives to attend the NALC AGM

1. **WSALC Update** *(Item 5 on Agenda)*

The CEO updated the Board on the current situation as far as he is aware. He advised that each County Association will have the opportunity to update the joint Board at the SSALC Board meeting on 15th October when the Chairman of WSALC would be able to provide further information.

*10.43 Mark Mulberry left the meeting*

1. **SSALC Ltd Agenda 15th October 2020**

The Chairman requested that Ruth O’Keeffe is confirmed as the Chair of SSALC Ltd when the SSALC Board meeting commences, the CEO agreed that he would ensure this was carried out.

The CEO advised that the matter of legal advice received in respect of WSALC leaving the three county arrangement was not listed on the SSALC Board Agenda due to the advice not having been received until the previous evening and therefore no paper has been produced due to the delay. The Deputy CEO further advised that she would compile a report for the joint Board consolidating legal advise received to date. It was suggested that a separate joint Board should be held to analyse and discuss the legal advice received.

The CEO reported that he is in early discussions with East Sussex County Council in respect of relinquishing the lease on office accommodation at Sackville House and confirmed that any penalty would be apportioned to each County Association.

1. **Unitary matters**

The Chairman confirmed that there has been no movement on the matter of Unitary but that as part of a statement by the Leader of Surrey County Council, it was confirmed that there is an intention to continue any work carried out by the Working Party of which the Chairman is a member. The Chairman further advised that he has offered to explain the position of and be an advocate for town and parish councils to the Leaders of District and Borough Councils. Cllr Goodman stated that there are continuing discussions at County level.

1. **SALC AGM & Conference**

The Deputy CEO confirmed that discussions have been ongoing with Tim Oliver regarding availability and content and that the conference agenda will be finalised and circulated as soon as possible.

Anna Beams advised that the Annual Report would be published by the end of the week when the signed accounts should have been received from the external auditor.

Nominations for Directors were confirmed and **AGREED** as:

Cllr Stephen Cosser

Cllr Dr Paul Cragg

Cllr Mike Goodman

Cllr Graham Alleway

Cllr Stuart McLachlan

Mark Mulberry

Roger Taylor

Nomination for Chair was confirmed and **AGREED** as:

Cllr Stephen Cosser

Nomination for Vice-Chair was confirmed and **AGREED** as:

Cllr Dr Paul Cragg

Nominations for President and Vice Presidents were confirmed and **AGREED** as:

Michael More-Molyneaux, HM Lord Lieutenant (President)

Cllr Chris Howard

Cllr Liz Cutter

Cllr Richard Olliver

The CEO confirmed that he would check the constitution for the correct procedure should a nomination for Director be made during the AGM.

1. **Any other matters**

No other matters

1. **Any other business**

No other business

1. **Date of next meeting**

To be confirmed

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

1. **Working group**

Board Members received a report from the Chairman on the activities of the Working Group in considering future organisational arrangements for SALC should SSALC cease to exist. Members thanked the Working Group for their work to date and endorsed the approach being taken.

**Date of next meeting TBC**

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

Dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_