



## **Surrey ALC Ltd.**

# **Minutes of the Virtual Board Meeting of Surrey ALC Ltd. Held by Zoom on Monday 20<sup>th</sup> September 2021 at 10:00am**

### **Attendance**

**Cllr Steve Cosser**, Chairman

**Cllr Mike Goodman**, Director

**Cllr Graham Alleway**, Director

**Cllr 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**

Dr Paul Cragg and 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 – the Chairman advised that a revised document regarding the working relationship between Surrey Hills and SALC has not yet been received and no further discussions have been held. The matter will be re-visited at a Board meeting following the AGM.
- Recruitment – the Chairman requested an update on SALC recruitment assistance for members and was advised by the CEO and Anna Beams that there have been no requests for assistance since the previous Board meeting on July.
- SLCC – the CEO advised that she has developed a good relationship with the SLCC and attends regular meetings at which she has an opportunity to speak. The Chairman stated that he is willing to attend any meetings as necessary.

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

- Unitary - The Chairman reported that Surrey County Council are now putting an emphasis on a Surrey Forum which has high level representation from key providers such as the County Council, health and Police. The Forum will hold it's first meeting in October in order to set a framework and the Chairman has a place on the Forum.
- SALC service arrangements - The Chairman explained to Board members that when SALC entered into the new service arrangements in April, an informal review was scheduled to take place after six months as well as a formal review after one year. He would like the informal review to take place at a meeting following the AGM in October.

### **5. CEOs report**

The CEO reported that

- it has been business as usual in respect of the service received by member councils and feedback has been very good. There have been three major issues to resolve during July and August which have gone beyond giving basic advice and an additional charge may be necessary if the level of involvement becomes too time consuming.
- she attends regular SLCC and NALC County Officer meetings which are proving very useful in respect of networking with colleagues and sharing information.
- she attended a recent Surrey Hills event which proved very successful with very good feedback from member councils and that Liz Cutter did an excellent job.
- telephone calls and texts seem to be the main form of contact from member councils ensuring a prompt response.
- training has been very regular since April with excellent feedback from Surrey members.
- the main focus of work during July and August has been the AGM, Annual Report and updating the Articles of Association with Roger Taylor, a worksheet will be sent to the Chairman shortly.

The Chairman added that he is happy for the CEO to use her judgement to ensure that domination of time by individual members does not occur and to charge for additional time as necessary.

## 6. Financial report

Mark Mulberry advised that no six monthly written report is available as the end of the period has not yet been reached however he verbally reported that the income profile of the association has not changed since the last update in July. He further reported that

- SALC has a surplus of circa. £40,000 in reserves.
- There are three outstanding subscription payments from Compton, Hascombe and Wanborough Parish Councils. The CEO advised that all three members have been contacted and will make payments very soon.

Mark recommended a maximum subscription increase of 2% for 2022-23.

The Chairman proposed a subscription increase of 1% in line with the proposed NALC increase.

It was unanimously **AGREED** to increase subscriptions by 1% for 2022-23.

Mark advised that the subscription level for the following year was usually notified to members at the AGM and that letters advising members of their individual subscription rates are circulated following the AGM.

It was unanimously **AGREED** to present the subscription rates for 2022-23 at the AGM.

## 7. Training report

Anna Beams referred to the training report previously circulated to Board members. She explained that the second quarter has been a very quiet period but that numbers of Surrey members attending training was generally very good.

The Chairman requested clarification regarding bespoke training and Anna advised that the arrangement was the same as general training within the programme in that the Association received a share of the income.

## 8. Members Survey

The Chairman referred to the survey results previously circulated. He noted that there were no surprises in the responses and that he felt a more detailed analysis should be held following the AGM, once new Directors have been appointed and the new Board is in place. He added that it would be sensible to discuss the responses at that time with a view to putting some or all of the suggestions in place.

The CEO stated that the results are consistent with feedback received previously.

Cllr Christine Howard added that she was encouraged to see that members are keen to return to face to face and networking activities.

The Chairman referred to the last item on the agenda and agreed to discuss the addition of a meeting to be held following the AGM to discuss the survey and welcome new Board members.

## 9. CiLCA

The CEO referred to her report previously circulated. She reminded the Board of the contents of the report and confirmed that she requires a clear decision regarding the support of the CiLCA Training Programme by SALC as she has received queries from member councils.

The CEO reported that an exchange has been held between her and Elizabeth Skinner who serves on the Development Board and works closely with the SLCC in respect of CiLCA. The CEO was informed by Elizabeth Skinner that if a County Association does not directly offer training, there is an expectation that the Association can signpost clerks to CiLCA training elsewhere. SALC could therefore signpost a clerk to an alternative County Association with no implications for the Association.

The CEO added that her recollection was that the impact on the Association of providing CiLCA training by SSALC was very minimal as the current trainers took responsibility for the administration, although that could change in the future if the trainers were to change. She also reminded the Board that annual Liability Insurance may need to be paid on behalf of the trainers of approximately £100.

Anna Beams confirmed that the administration of CiLCA training by the County Associations is very minimal and that the current insurance term is due to expire in early 2022.

The CEO recommended that SALC should support the CiLCA Training Programme as it is a vital service to offer members and that the Service Level Agreement should be signed.

It was unanimously **AGREED** to support the CiLCA Training Programme and sign the Service Level Agreement.

## 10. Surrey ALC AGM

The CEO advised that the conference programme has been agreed and includes presentations from the Police and Katie Stewart, Executive Director for Environment, Transport and Infrastructure at Surrey County Council. The programme also includes presentations on climate change and water compliance.

The CEO reported that, following a visit to the centre due to host the AGM, concerns have been raised by one of the presenters regarding the suitability in the current climate. The presenter was reassured when it was explained that attendance will be less than full capacity and manageable.

Anna Beams confirmed that she will be confirming with the venue that all necessary protocols are in place and that a thorough risk assessment has been carried out.

The Chairman added that the Board have a responsibility to ensure that any venue that is being used to host members meets all necessary requirements and that it is correct to check this with the venue. He further added that if we cannot be satisfied then the AGM and conference should take place remotely by Zoom.

Liz Cutter suggested that holding the AGM on Zoom may be a good option to ensure better attendance.

The Chairman confirmed that he would be holding a meeting with the CEO and Anna Beams following the Board meeting when all AGM and conference matters would be finalised in time for the notice to be issued by the deadline at the end of the day.

## 11. Articles of Association

The Chairman thanked Roger Taylor for his time spent updating the SALC Articles of Association. He enquired whether a power to co-opt Directors to the Board could be included within the articles, Roger Taylor confirmed that there is a general power within law to co-opt Directors.

Following a query by Cllr Mike Goodman regarding Point 20: Remuneration of Directors, and the decision making responsibility, Roger Taylor explained that any decision should be made by Directors in a Board meeting and not individual Directors and that this is clarified both in a general provision in law and within the Articles.

It was suggested that the updated Articles are circulated to members with the AGM papers.

The updated Articles were duly **APPROVED** by the Board.

It was unanimously **AGREED** that an updated version of the Articles will be circulated to members with the AGM papers prior to the meeting.

## **12. Board members**

The Chairman referred to a paper that was circulated prior to the meeting containing proposals for nominations for new Board members and requested approval that the nominations are put forward at the AGM.

The Board **APPROVED** the nominations for new Statutory Directors to be put forward at the AGM.

The Chairman advised the Board that he had been informed by Cllr Dr Paul Cragg that he wished to stand down from his role as Vice Chairman but would like to continue as a Director. Paul was thanked for all his work as Vice Chairman and his decision to stay on as a Board Director was welcomed.

The Chairman proposed that, subject to her being elected as a Director at the AGM, Cllr Christine Howard be appointed by the Board as Vice Chairman. This was unanimously **AGREED**.

## **13. NALC Representatives**

It was unanimously **AGREED** that the Chairman and Cllr Christine Howard represent the SALC Board at the NALC AGM.

## **14. Date and location of next Board meeting**

It was **AGREED** to hold a Board meeting on Monday 13<sup>th</sup> December 2021 at 10.00am and to schedule a meeting before then but after the AGM, date and time to be agreed.

### **Closing comments by the Chairman**

The Chairman advised the Board that this would be the last SALC Board meeting the Cllr Mike Goodman would attend as he was relocating and therefore standing down as Director. He thanked Cllr Goodman for his invaluable contribution to SALC.

The Chairman also thanks Roger Taylor and Mark Mulberry for their contribution as Directors and stated that he was delighted that they would continue to be involved with the Board under their new capacity.

As the President is unable to attend the AGM, the Chairman invited Dr Richard Olliver to chair the AGM in his role as Vice President, Dr Olliver duly accepted.

*11.37 Meeting closed*

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

Dated \_\_\_\_\_