



## **Surrey ALC Ltd.**

### **Minutes of the Virtual Board Meeting of Surrey ALC Ltd. held on Tuesday 25<sup>th</sup> August 2020 at 10:30am 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**, Honorary Solicitor  
**Mark Mulberry**, Director, Company Secretary  
**Dr Richard Olliver**, Vice President  
**Liz Cutter**, 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**

Christine Howard

#### **2. Minutes of the previous meeting**

The minutes of the meetings held on 30<sup>th</sup> July 2020 & 4<sup>th</sup> August 2020 were approved as a correct record for signing.

#### **3. Matter arising not on this agenda**

The Chairman requested a subscription update and it was reported by Anna Beams that 100% of subscriptions due have now been received.

#### **4. Report from SSALC meeting held on 14 August 2020**

The Chairman reported that:

- Terry Oliver tendered his resignation as the Chair of SSALC with immediate effect with Ruth O’Keeffe being nominated by Cllr Cosser to take the chair for the current SSALC meeting which was agreed.
- The ongoing strategic review by the joint Board was discussed and, under the current circumstances, it was agreed that the review would be put on hold for the remainder of this year.
- It was reported to the SSALC Board that there is ongoing work being carried out by SSALC staff that is part of the review, such as office costs.
- A motion was put forward at the SSALC Board meeting to draw attention to the potential consequences to all three associations as a result of the West Sussex Association Board’s actions and that legal, financial and staffing advice should be sought. It was proposed that the CEO should be authorised in consultation with the three chairmen to ensure that the advice was obtained. The proposal was agreed with an amendment that the budget should be limited to £5,000.

The Chairman reminded the Board that at the previous Surrey ALC Board meeting it was agreed that, as well as the £1,000 that the CEO could spend under delegated authority, the Surrey Board would also provide an additional contingency of £1,000 for urgent advice if required.

The Chairman proposed that the £1,000 contingency be withdrawn by the Surrey Board as it is now a joint Board matter and should therefore be funded by SSALC.

It was noted by Roger Taylor that there may be instances whereby the Surrey Board may need urgent advice and he therefore suggested that the £1,000 contingency be kept in reserve.

The Chairman **PROPOSED** that a contingency of £1,000 be kept in reserve to be used by SSALC officers in consultation with the Chairman of SALC to receive urgent advice on any matters potentially impacting the Surrey Board as a result of the West Sussex Association's actions.

Members **AGREED** to the above proposal.

#### **5. Constitutional Matters (Agenda item 6)**

Roger Taylor updated the Board on the position of the Surrey Board should the West Sussex Association remove themselves from the current three county arrangement. He advised that, should the West Sussex Association leave, they would remain a shareholder of SSALC Ltd and any action that SSALC take would have to be agreed by all shareholders. In order to liquidate SSALC Ltd, all three shareholders would have to agree.

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 joint arrangement then the Association would not be in receipt of their subscription income and SSALC Ltd as a whole would receive less income. He also advised that an alternative Association could not be set up without permission from NALC. He further advised that the West Sussex Association do not have access to the bank accounts.

The CEO reminded the Board that, under the NALC constitution, a parish council must be a member of its own county and therefore cannot join a neighbouring County Association. He further advised that a secondary county association had not been formed in any county before, and informed that the Board that he had briefed Jonathan Owen (CEO, NALC) and would approach him again for advice regarding the current situation and the options available to the West Sussex Association.

#### **6. Chairman's report on actions since last meeting (Agenda item 5)**

The Chairman reported that:

- The Working Group appointed at the previous Board meeting to investigate the implications and options for the Surrey Association should West Sussex Members choose to leave the current arrangement has now held its first meeting. It was decided that the primary objective was to be clear as to the needs of Surrey Councils moving forward, including how it would be resourced, and to look at the options. It will report back in full to the Board in due course.
- The Working Group set up by Surrey County Council to investigate the local arrangements to be put in place should Unitary Authorities be introduced in Surrey continues to move forward at a pace. He advised that he will keep the Board informed of progress.

*11.17 Cllr McLachlan left the meeting*

#### **7. Parish Online**

The CEO explained the basic functionality of Parish Online and reported that West Sussex County Council and Rother District Council (East Sussex) have a licence agreement in place with Parish Online whereby a reduced subscription fee can be offered to member parish and town councils.

The CEO **PROPOSED** that Surrey County Council are approached to discuss a similar licencing agreement for Surrey member councils.

Members **AGREED** to the above proposal.

*11.35 Cllr McLachlan joined the meeting*

#### **8. Finance Matters**

Mark Mulberry reported that:

- He is currently waiting to receive signed copies of the year-end financial reports for filing at Companies House.
- At present we are mid-quarter and therefore there are no further accounts since June to report on
- The reserves remain healthy
- All subscriptions due have been received

*11.38 Mark Mulberry left the meeting*

#### **9. Training Update**

The CEO advised that the online training programme remained strong and popular with seven sessions being held this week alone. Topics included Social Media, Chairmanship, Planning and Data Protection. There is a lower than usual attendance due to capacity of virtual training as against face to face training however a small income surplus has been achieved.

Anna Beams reported that some sessions are being recorded by request and that permission is being sought by attendees to do so. It was also reported that we are able to offer an increase in subject matter and frequency of training resulting in a more accessible programme than previously offered.

#### **10. Any other matters**

- The CEO reported that notification of the pay award for 2020-21 has now been received which will be circulated to member councils once the formal announcement from NALC has been issued.
- Cllr McLachlan enquired whether it is known when the Devolution White Paper will be issued. The Chairman advised that it is not known but that advice would be circulated to member councils once the White Paper has been issued.

#### **11. Date of next meeting**

Board Meeting: Friday 18<sup>th</sup> September at 10.00am  
AGM: Thursday 24<sup>th</sup> September (time to be confirmed)

*Meeting closed 11.53am*

#### **Date of next meeting**

Friday 18<sup>th</sup> September at 10.00am

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

Dated \_\_\_\_\_