



Surrey ALC Ltd.

Minutes of the Virtual Board Meeting of Surrey ALC Ltd. held on Wednesday 3rd March 2021 at 10:00am by Zoom

Attendance

Cllr Steve Cosser, Chairman

Cllr Dr Paul Cragg, Vice Chair

Cllr Stuart McLachlan, Director

Roger Taylor, Director, Honorary Solicitor

Mark Mulberry, Company Secretary

Dr Richard Olliver, Vice President

Liz Cutter, Vice President

Anne Bott, Deputy CEO SSALC Ltd.

Anna Beams, Office, Training & Events Manager, SSALC Ltd (clerk)

1. Apologies for absence

Michael More-Molyneux

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

No matters arising

4. SSALC update

The Chairman provided an update to the Board following a joint Board meeting held on Monday 1st March 2021. He reported that the meeting was of a constructive nature and that all business was conducted in a straight-forward manner. The SSALC staff were thanked for their service and it was concluded that no further meetings of the joint Board were required.

Stuart McLachlan added that it was a sad moment for the joint Association and that he felt it would be appropriate to hold a small event for staff and Board members when circumstances permitted.

The Chair further reported that he had advised his colleagues on the SSALC Board that he is very happy to continue to work with and support them in the future and that he is looking forward to a new and energised future partnership.

5. Contract updates

The Chairman reminded the Board that there were two contracts outstanding following the previous meeting of the Board.

- The CEO Contract of Employment and Job Description have now been completed and are awaiting signature. Mark Mulberry confirmed that the contracts are prepared and will be circulated today for electronic signatures.

- The Wellers Hedleys Service Level Agreement for legal service provision has been slightly altered, the initial agreement for 12 months has been reduced and agreed as 6 months at a cost of £250. The agreement has now been signed.

6. Future arrangements

Mark Mulberry reported the team have been working very hard to ensure that everything necessary is in place for 1st April.

Anna Beams advised that the contact email addresses, telephone numbers, website and newsletter are ready to be published pending a few additions and that the training programme is in hand and will be published and able to take bookings in good time for the 1st April.

The Board **AGREED** that the newsletter should be circulated by 12th March with the contact, email and training details published stating that they will be active from 1st April.

The Chairman thanked the staff for their hard work.

Anne Bott added that she has received calls from both Surrey and Sussex members and that the feedback from Surrey regarding the new provision from April has been extremely positive. She added that she would like to thank the Board, and that they should be applauded, for making the bold decision to remove the Association from the joint arrangement.

The Vice Chairman gave thanks to all staff involved for their hard work and loyalty.

7. Finance update and Scheme of Delegation

Mark Mulberry provided a report on the Association's finances to date.

- The Association is currently showing a surplus of circa £11,000 for the current financial year.
- The Association is forecast to show a surplus of circa £8-10,000 at the end of the current financial year.
- The Association will hold circa £35,000 in its accounts at the end of the current financial year.
- The Association is predicted to receive a refund of circa £5,729 from the closure of SSALC Ltd.

The draft Scheme of Delegation was **APPROVED** for publication.

ACTION: Anna Beams to publish Scheme of Delegation on Surrey ALC website

8. Surrey Hills

Liz Cutter advised that she attended a recent meeting of Surrey Hills where partnership working with the Surrey Association was discussed. She would like to provide a report to the Board to be circulated prior to a future Board meeting and include the matter on the Agenda.

Anne Bott also attended the meeting and stated that she would like to have further discussions with the Board regarding collaborative working in order to establish the resources available.

Stuart McLachlan suggested that two items could be included on future Agenda's for discussion, unparished areas and inactive parishes.

The Chairman responded that the principal responsibility of the Board is to member councils but that the Association may wish to broaden its involvement with other Bodies in so far as resources allow. He added that the report provided by Liz Cutter should contain what the partnership working could involve and how Surrey Hills would wish to work with the Board. He further added that there is currently a national and local debate regarding whether to extend the provision of parishing to all unparished areas.

Liz Cutter provided an outline of the work currently undertaken by Surrey Hills and added that she would ensure that her report contained the detail required by the Board.

9. Any other business

Anne Bott suggested that Wellers Hedleys provide an item for the newsletter to be circulated next week along with photographs. This was agreed by Roger Taylor who will liaise with Anna Beams. It was agreed that the final draft would be sent to the Chairman for agreement before circulating.

10. Date of next meeting

Wednesday 28th April 2021 at 9.30am

10.54 Anne Bott, Mark Mulberry and Anna Beams left the meeting

11. Future training arrangements

It was **AGREED** to enter into arrangements for the provision of training in 2021/22 as set out in the letter of 22nd February from Mark Mulberry & Co, which had been previously been circulated to Board members.

Meeting closed

Signed (Chairman) _____

Dated _____