



**Essex Association of Local Councils
Minutes Finance Committee Meeting
Thursday 11th July 2019 at 2 pm
42B High Street Great Dunmow CM6 1AH**

Present:

CLlr David McPherson-Davis (Treasurer)

CLlr Peter Davey

CLlr Roy Martin

Officers present	Charlene Slade	(Executive RFO & Buildings Manager)
	Joy Darby	(Chief Executive Officer)
	Rebecca Sheppard	(Office and Training Co-Ordinator)

Quorum for the meeting will be three.

Business transacted

1. Welcome by the Treasurer

CLlr David McPherson Davis welcomed those present and thanked them for attending this meeting.

He explained that CLlr Belgrove had sent in an email, which Charlene Slade will answer following the discussions held.

2. Apologies for Absence (please send to charlene.slade@ealc.gov.uk or on 01371 879722)

CLlr Linda Belgrove

CLlr Mandy Cohen

CLlr Sheila Jackman

Kathryn Richmond

3. Minutes of the Finance Meeting held on 17th January 2019

The minutes of this meeting were approved at the EALC Executive Meeting on 21st March 2019 and are for noting only.

4. Personnel Issues

4.1 The Chairman of the Personnel Committee (CLlr Peter Davey) to update Members on the current Issues and matters of urgency.

The apprentice post is ongoing with recruitment due in September. Post is included within the budget set for the year.

5. EALC Year End Accounts

To be approved by Finance Committee to present to Executive on 18th July and then AGM 19th September 2019.

5.1 Statement of Income and Expenditure

Statement of Income & Expenditure as at 31 March 2019 have been audited and due to go to the EALC Executive.

This was noted.

5.2 Statement of Financial Position - This was noted.

5.3 Statement of Reserves - This was noted.

5.4 Notes to the Accounts - This was noted.

6. EA (2013) Ltd Yearend Accounts

6.1 EA (2013) Ltd Income & Expenditure – noted

6.2 EA (2013) Ltd Statement of Financial Position – noted

6.3 EA (2013) Ltd Notes to the Accounts noted

Th accounts are noted and agreed for the year ending 31st March 2019.

7. Budget Report

The treasure looked at the forecast for Affiliation fee and agreed that the amount proposed in the report was acceptable.

Payroll: the rise in forecast against the budget is due to the grant received for the Health & Wellbeing officer as per note 11 ECC Grant income.

Tutors: Cllr David McPherson-Davis proposed to increase both plan years for tutors.

Premises – item 17 to be split between rent & other premises 17 /17a. Amendment to show ECC Rent Grant income of £21,000 under note 13 Grants received.
Item 18 to be elaborated – it was proposed to raise the forecast of office to £10,500. Agreed.
Item 19 proposed to increase SLCC / conferences forecast as per budget. Agreed.
Item 20 proposed to increase Committee and Governance forecast to £7500 & both plan years to £7000
Item 21 no comment
Item 22 no comment
Item 23 no comment

7.1 Training Course Summary (Appendix 10)

CLlr David McPherson-Davis proposed to put the forecast as per budget.

Notes: 1 to be amended.

Recommendation- CLlr David McPherson-Davis propose to include a column for plan 2021.

Queries raised by CLlr Linda Belgrove

Responses were agreed and Charlene Slade will email a response.

7.2 Bank Balances

It was proposed that the Financial safe scheme of £80,000 should be addressed and Charlene Slade to check whether the EALC funds are secured by the government guarantee. It was proposed and agreed that funds should be split between banking groups. Bank balances stated at 11th July 2019.

8.1 EALC Affiliation Fee for 2020 / 2021 to be agreed.

CLlr David McPherson-Davis to proposed an increase in fees of 3%, this to be put to the Executive for agreement. The Executive to agree the level of fee request to go to AGM. The figures should be placed as £'s and not %'s.

8.2 Appointment of Auditor for 2019 / 2020 accounts.

It was agreed to propose Maurice Howard as the auditor for 2019/2020. It is proposed that the auditor for the year 2020/2021 be advertised and undergo a tender process as applicable to financial regs.

9. Rent Review

9.1 Letter from Landlord

The Finance Committee agreed the proposed rent rise.

10. Next Meeting

Proposed meeting after AGM in September. TBC

11. Meeting closure

The meeting closed at 15.50

Date Signature