



**Essex Association of Local Councils
Minutes of the Finance Committee Meeting
Held on Thursday 7th March 2018 at 10 am
42B High Street Great Dunmow CM6 1AH**

Present

CLlr David McPherson-Davis (Treasurer)

CLlr Peter Davey
CLlr Mrs Jackman
CLlr Roy Martin
Mrs Kathryn Richmond

Officers to be present

Miss Charlene Slade (Responsible Finance Officer)
Mrs Joy Darby (Chief Executive Officer)

1. Welcome by the Treasurer

The Treasurer welcomed all the Members present and thanked them for attending.

2. Apologies for Absence

Due to the change in date (due to snow) the following members were unable to attend.

CLlr Mrs Belgrove and CLlr Mrs Cohen.

3. Minutes of the Finance Meeting held on 16th November 2017 (attached and signed/ Appendix 1)

The minutes of this meeting were approved at the EALC Executive Meeting in January 2018. The minutes are appended for noting only.

4. Personnel Issues

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

- The Chief Executive has identified that roles and responsibilities within the EALC are being compromised by the ongoing work of managing the building and the governance of the EALC.
- To alleviate the issues, it is proposed that this work is combined into a new role at the EALC of an Office Co-ordinator.
- It is proposed that the role is placed on a 6-month trial with a fixed term contract.
- A suitable candidate has been identified.
- The candidate has completed some work for the EALC when there was an issue with staff and helped to support the first meeting of the Local Service Fund.
- The role will take on GDPR, Health and Safety, Risk assessment and other building management roles from the Chief Executive and the Finance Officer.

The role has the support of the Personnel Committee Members, Mrs Fuller and Cllr Mrs Cohen

Mrs Kathrine Richmond proposed and Cllr Roy Martin seconded the addition of the appointment from 1st April 2018. It was agreed to accept the budget for staffing and Mrs Darby was authorised to implement the new Salary Budget.

5. Finance

5. Budget and Budget Report – 31st January 2018

5.1 Budget Report in line with New Module of the accounts

Notes to the budget report were explained; line by line the report was presented with the following points:

- Courses have been forecast to give a best estimate for the year to date the course income has increased due to the Saturday courses. An increase of 3% on courses in the budget 2018/19 and plan year 2019/20
- Agency services are to be reviewed in September with an increase reasonable with national pay awards
- There is to be a new line in the notes: 4a This figure is prior to the cost of courses
- The NALC fee is fixed at 1.9% for the next 2 years
- Payroll for the budget and plan year includes 2% pay provision. It includes the pension deficit of £4052 in 2018 /2019 and £4210 in 2019 /2020 as per schedule from Essex Pension Fund.
- Miss Slade has put in place an actual year to date for payroll, to ensure that the budget is not exceeded.
- Maintenance budget reduced in 2018/2019 – with a new plan for the next 2 -3 years.
- Publication can rise and fall due to when new publications are purchased and sold
- Pensions – deficit payments and employer contributions continue to rise
- Interest – small amount and consideration to be made on where this should be invested, possibly CCLA – as a savings account
- Saturday Trading – has improved the trading
- Fire safe required as a matter of emergency

CLlr Mrs Jackman proposed the acceptance of the budget, this was seconded by Mrs Richmond and carried unanimously

Items for the next meeting

- Review allocation of staff costs to courses – Mrs Darby to work with Miss Slade to implement.
- Committee Expenses Miss Slade to organise a review and work with Mrs Darby to identify increases.
- Committee Expenses have increased, Mrs Darby and Miss Slade to look at this cost centre.
- AGM – Expenses to be considered.

5.2 Bank Balances

The bank balances were noted

Miss Slade was asked to provide a cash flow analysis for the Finance Committee members before year end.

5.3 Statement of reserves

The Statement of Reserves was noted.

5.4 Payroll Budget 1st April 2018

Accepted and approved

6. Clarification on Scales of Charges

This item was discussed and matters resolved at the last Finance Committee Meeting. However, due to the decisions made, clarification is required prior to the introduction of the new scales.

6.1 Course Fees – no clarification is required

6.2 Short Courses Fees

It was resolved to include Fridays into the weekdays of Monday to Friday. This means that the EALC will be charging the same amount for all 5 days, even though Tutors are paid a premium rate for Friday evenings. The following table sets to amend this to charge a higher rate on a Friday, clarifying rates from Monday – Thursday and a higher rate on a Saturday.

Day	Number of Councillors	0 – 7 2018	8 -14 2018	+15-21 2018
Mon- Thurs Day or Eve	Up to 7	£ 275	£ 360	£400
Friday or Eve	Up to 7	£ 305	£ 430	£ 470
Saturday am	Up to 7	£ 320	£ 470	

6.3 Self employed Help Rates and Staff Rates of Hours

The table pasted below was removed from the fees payable to staff for course work as additional payments. Clarification is required to ensure that staff are paid appropriately for additional work completed outside of the normal working week. Staff need to be compensated and to be paid appropriately, and in comparison, to the staff brought in to assist as such times. The use of TOIL is not appropriate.

Staff Rates out of hours courses		
Day		Current
Mon - Thurs	evening	£ 60
Frid	evening	£ 70
Sat	½ day	£ 80
Sat	Full day	£ 160

6.4 Contracted Tutor Rate

Members agreed for the Tutor Rates to remain unchanged. Tutors are paid very little in comparison to the private sector and the good will is important. Members are asked to consider this 2% increase as set out below.

STANDARD COURSE	Day	Tutor Rate 2017	Tutor Rate 1.04.2018
Half day	Mon – Fri	£107	£ 110
Full day	Mon – Fri	£175	£ 180
Half day	Sat	£129	£ 135
Full day	Sat	£209	£ 215
SHORT COURSE			
2hrs evening	Mon – Thurs	£ 107	£ 110
2hrs evening	Fri	£ 129	£ 135
Mileage Staff	45p per mile	Short courses only	
New Course Preparation ½ day		£ 55	£ 60
New Course Preparation full day		£ 70	£ 72

CLlr McPherson-Davis proposed the above stated changes and this was seconded by Mrs Karen Richmond with all members in agreement

7. Next Meeting

To be agreed

8. Meeting closure

CLlr McPherson-Davis thanked everyone for their attendance.

Meeting closed at 11.30

Signature Date