



**Essex Association of Local Councils  
Finance Committee Meeting Minutes  
Thursday 5<sup>th</sup> December 2019 at 1.00 pm  
42B High Street Great Dunmow CM6 1AH**

**Present**

CLlr David McPherson-Davis (Treasurer)

CLlr Linda Belgrove

CLlr Mandy Cohen

CLlr Peter Davey

CLlr Jim Devlin

Kathryn Richmond

Officers to be present	Joy Darby	(Chief Executive Officer)
	Charlene Slade	(Chief Executive Officer Designate)

1. Welcome by the Treasurer

CLlr McPherson-Davis welcomed those present. CLlr Devlin was welcomed to his first Finance Committee as a new member.

2. Apologies for Absence

CLlr Roy Martin

3. Minutes of the Finance Meeting held on 5<sup>th</sup> September 2019

The minutes of this meeting were approved, agreed and signed with the alteration to the time the meeting closed.

4. Personnel Issues

- 4.1 The Chairman of the Personnel Committee (CLlr Peter Davey), Mrs. Darby (CEO) and Miss Charlene Slade (CEO Designate) updated Members on the current Issues. CLlr Peter Davey congratulated Charlene on her appointment as CEO Designate.

5. Payroll Tracker

Members noted

- ❖ Mileage over spend
- ❖ On target to forecast October 2019
- ❖ Extra control on expenses of the Health and Wellbeing (environmental footprint).

6. Proposed Staff Structure

(Mrs Darby declared a familiar relationship with Mrs Sheppard).

6.1 The new Staff Structure from 1<sup>st</sup> April 2020 (approved at the EALC Personnel Committee on the 5<sup>th</sup> December 2019.

- ❖ Health and Wellbeing Officer – role very demanding, fully funded by ECC.
- ❖ Office Administrator and Health Wellbeing.
- ❖ Parish Support Officer, possible rename to Development Officer.
- ❖ Funding Officer – fully funded by ECC.
- ❖ New role – sage administrator – day to day administration – approaching the colleges for sage operatives. 20 hours per week.

It was agreed that the Personnel Committee should be authorized to spend up to the agreed figure for the handover period for a CEO,

- ❖ New role from 1<sup>st</sup> March – for a minimum of one month.
- ❖ CEO to continue to manage the strategic role.
- ❖ Communications Officer – new role

6.2 Proposed Staff Payroll Budget from 1<sup>st</sup> April 2020

Members noted the 2019 scale effect of the payroll on the new posts.

6.3 Notes to Payroll Proposal

Members noted the explanations.

6.4 3% Increase Provision from 1<sup>st</sup> April 2020

- ❖ Members noted that the pay rise maybe 5%
- ❖ Incremental rises dependant on changes in the role and some for potentially passing the CiLCA
- ❖ Changes due to salaries being re valued to take into account the work undertaken.

The Treasure expects that the payroll for 2020 – 2021 will come in at £5k below the previous year.

7. Risk Assessment.

- ❖ Making Tax digital – went live 1<sup>st</sup> April 2019.
- ❖ EALC is fully tax digital and no further action is made.
- ❖ Mrs Richmond said it was excellent.
- ❖ It was agreed to give each item a number in future.
- ❖ IT upgrades- agreed

- ❖ Include insurance in financial loss
- ❖ Business Continuity Plan (next agenda).
- ❖ Reserves policy to be put in place
- ❖ Add agenda item on cashflow for future agendas.
- ❖ Use a lighter green as writing is not readable.

## 8. Review of Financial Regulations

### Points to Note

- ❖ Paragraph on VAT
- ❖ 1.13 Needs review
- ❖ Auditor or Internal Auditor
- ❖ 1.12 EALC Executive or the EALC
- ❖ Page of definitions
- ❖ 1.15 needs rewording
- ❖ Para 15 – note referring to the Risk Register
- ❖ 15.2 – needs additional clarification
- ❖ GDPR – New paragraph
- ❖ Must be calendar for the review of the document.
- ❖ Consider if we can make a general statement on the two separate rolls.

## 9. Notice to of planned amendments to EALC Bank Mandate's

- 9.1 Addition to bank mandate to add Miss Charlene Slade to Barclays, Unity, Barclaycard in compliance with Finance Regulations.

Agreed.

- 9.2 Amendment to bank mandate at 1<sup>st</sup> April 2020 to remove Mrs Joy Darby & Kathryn Richmond.

Agreed.

- 9.3 Appointment of additional signatory to enter into Unity in line with Financial Regulations.

It was agreed to appoint Cllr Jim Devlin as a signatory.

- 9.4 Addition of the new sage administrator to bank mandate in line with financial regulations.

## 10. Notice of planned amendments to EA (2013) Ltd

- 10.1 Amendment to the position Secretary Mrs Joy Darby.

Appoint Charlene Slade as Secretary – agreed.

- 10.2 Amendment to Directors position Kathryn Richmond.

Amend the director to Cllr Jim Devlin – agreed.

11. Audit Report and response

The response to the auditor's report was agreed, along with his response.

12. Tender for the appointment of new Auditor for 2020 / 2021

- ❖ Advertize
- ❖ Interview
- ❖ Select
- ❖ Agree at Finance Committee
- ❖ Approve at EALC Executive
- ❖ Go to AGM 2020

New Auditors Bank – Mrs Slade to research into this new business opportunity.

13. Next Meeting

14<sup>th</sup> February – 1.30

14. Meeting closure

The meeting closed at 2.36 pm

Signed ..... Dated .....