



**Essex Association of Local Councils  
MINUTES Finance Committee Meeting  
Thursday 3rd July 2020 at 11.00 AM (Amended)  
42B High Street Great Dunmow CM6 1AH**

2nd July 2020

To: The Treasurer and all Members of the EALC Finance Committee

**Members Present:**

CLlr David McPherson-Davis (Treasurer)  
CLlr Linda Belgrove  
CLlr Mandy Cohen  
CLlr Peter Davey  
CLlr Roy Martin

Officers to be present                  Charlene Slade                  (Chief Executive Officer)

**Business to be transacted**

1.     Welcome by the Treasurer
2.     Apologies for Absence (please send to [charlene.slade@ealc.gov.uk](mailto:charlene.slade@ealc.gov.uk) or on 07899 938 701)

CLlr Jim Devlin  
CLlr John Gili-Ross

3.     Minutes of the Finance Meeting of 12<sup>th</sup> March 2020

No meeting took place as this was not quorate.

4.     Personnel Issues

- 4.1    The Chairman of the Personnel Committee (CLlr Peter Davey), and Miss Charlene Slade (CEO) to update Members on the current issues and matters of urgency.

The Chairman updated the Finance Committee Members following on from the Personnel Meeting earlier in the morning.

The Chairman thanked Charlene Slade for the work during covid-19 and the setting up of the staff who have all been working remotely from home since 21<sup>st</sup> March 2020.

5. Payroll Tracker to June 2020 (Appendix 1)

Noted.

5.1 Payroll at 1<sup>st</sup> April 2019 (Appendix 1a)

Noted.

5.2 Employed hours 2019/20 comparison with 2020/21 (Appendix 1.b)

Noted.

5.3 Payroll at 1<sup>st</sup> April 2020 (Appendix 1.c)

Noted.

6. Forecast Trading July 2020 (Appendix 2)

Noted.

6.1 Notes to Trading July 2020 (Appendix 3)

Action: CS to amend the cumulative balance on appendix 3 to £209,000

6.2 EALC Reserves Policy (Appendix 4)

Action: CS to present to the Executive both reports for the Forecast to Trading to show both optimistic and pessimistic scenarios. To be shown on the day of the meeting.

Noted.

6.3 Budget Report at 30<sup>th</sup> June 2020 (Appendix 4.a) (Amended)

Separate paper to show the comparison to the budget bottom line and the forecast to show closing balance.

6.4 Proposal to the finance committee to agree that the audited accounts are approved by the Finance Committee subject to the agreement by the Executive at the next meeting. To be empowered to sign the yearend accounts.

Proposed: Mandy Cohen

Seconded: Linda Belgrove

7. EA (2013) Ltd Profit and Loss (Appendix 5)

7.1 EA (2013) Ltd Balance Sheet (Appendix 6)

7.2 EA (2013) Ltd Notes to the Accounts (Appendix 7)

Proposed: Roy Martin

Seconded: Mandy Cohen.

All agreed.

Submit the accounts to Companies House subject to audit.

8. Bank Balances at 30<sup>th</sup> June 2020 (Appendix 8)

Finance Committee to approve opening up of a CCLA savings accounts in order to safe guard the Finances of the EALC in line with the financial regulations with no more than £85,000 held in any one bank account.

Proposed: Linda Belgrove

Seconded: Mandy Cohen

All agreed.

9. Affiliation fee update (Appendix 9)

Noted.

10. Affiliation fees outstanding (Appendix 10)

Ensure that members have paid the affiliation fee before attending webinars and online training.

Noted.

11. Next Meeting – August Date to be agreed

Opening email to the Committees to ask questions about the papers received. Questions can be answered prior to the meeting to ensure meetings run smoothly.

12. Meeting closure 12:40 pm