



**Essex Association of Local Councils
DRAFT MINUTES Finance Committee Meeting
Thursday 5th November at 2.00 pm
42B High Street Great Dunmow CM6 1AH**

29th October 2020

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

Members Present

CLlr David McPherson-Davis (Treasurer)

CLlr Mandy Cohen

CLlr Peter Davey

CLlr Jim Devlin

CLlr Roy Martin

Officer 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 or on 01371 879722)

CLlr John Gili Ross

3. Minutes of the Finance Meeting of 10th September 2020 – (Appendix 1)

Proposer: CLlr Jim Devlin

Seconder: CLlr Roy Martin

All those present agreed the minutes.

- 3.1 Minutes of the Finance Meeting of 18th September 2020 – (Appendix 2)

Proposer: CLlr Peter Davey

Seconder: CLlr Mandy Cohen

All those present agreed the minutes.

4. Finance

4.1 Budget Report at 31st August 2020 – (Appendix 3)

Forecast for training is currently set at £33,000 which is less an expected and should be the minimum expected income for training for 20/21. Every effort should be made to exceed this income on training.

Additional income received for the management of the October Half-Term foodbank fund of £16,500. Congratulations to Charlene for this achievement.

Action: Recommendation was made to review the Plan years columns 5 and 6 of the budget report ready for the next Finance Meeting. Additional funding of £16,500 not to be compounded and to be noted only in note 14.

5. Cash Forecast Trading August 2020 (Appendix 4) Noted.

6. EALC Reserves Policy Treasurers Comments (Appendix 5)

Liabilities on the rent for the lease goes up to September 2022. Therefore, worst case scenario the total liability on the rent would be £27,500 bringing the total liabilities to £119,654.

Noted.

6.1 NS&I – Notice Period to cash in the bond. (CEO to provide an update online access available) Online Access to NS&I available. No notice period. Noted.

7. Bank Balances at 28th October 2020 (Appendix 6)

Change the Title to CIF reallocation of funds, this fund is on hold
Update document before sending to the Executive.

Noted.

8. Affiliation fee update (Appendix 7)

Action: Check rounding. 2 decimal places on the spreadsheet. Re issue to the Executive.

9. Personnel

9. Payroll Tracker (Appendix 8) Noted.

9.1 Current Payroll from 1st April 2020 Includes NALC Back pay (Appendix 9) Noted.

9.2 Current Payroll summary (Appendix 10)

Action: Provide to the Executive last years equivalent costs for payroll from 1st April 2019. To show comparisons year on year.

Noted.

9.3 EALC / ECC AGM and Conference 2021 (Appendix 11)

CLLr Peter Davey gave a report presenting the future vision for the EALC / ECC AGM join Conference for 2021. Attracting high profile guests such as MP's, Police Fire and Crime Commissioner, ECC various sponsors.

EALC / ECC AGM Conference at Hylands House Chelmsford, to be presented as a recommendation to the Executive Committee Members on 19th November 2020.

Proposer: CLLr Peter Davey

Seconder: CLLr David McPherson-Davis

All those present agreed.

Next AGM Thursday 23rd September 2021. Sponsors to be invoiced for 50% this year and 50% next year.

9.4 CLLr Peter Davey Profile (Appendix 11a)

Noted.

9.5 Hylands House Brochure (Appendix 11 b)

Noted.

9.6 Floor Plan (Appendix 11 c)

Noted.

9.7 Hylands House T & C's (Appendix 11 e)

Noted.

10. Next Meeting

14th January 2021 at 2 pm

Propose that the course fees for the coming year will be frozen.

Propose: CLLr Mandy Cohen

Seconder: CLLr Jim Devlin

All those present agreed.

11. Meeting closure 15:25 pm