



**Essex Association of Local Councils
Minutes of the Finance Committee Meeting
9th March 2016
42B High Street Great Dunmow CM6 1AH**

Present

Cllr David McPherson-Davis (Treasurer)

Cllr Peter Davey

Mrs Kathryn Richmond

Cllr Michael Talbot

Cllr Mrs Sheila Jackman

Cllr John Gili-Ross as Chairman of the Personnel Committee will be invited to attend this meeting.

Officers to be present

Mrs J E Darby (CEO)

Mrs Carol Hartley (Finance Officer)

1. Welcome by the Treasurer

The Treasurer opened the meeting, checking that Members had the papers

2. Apologies for Absence

Cllr Mrs Helen Edwards

Cllr Stuart Berlyn

3. Minutes of the Finance Meeting held on 6th November 2015 (attached and unsigned)

With the addition to Cllr Peter Davey as attending the minutes of the meeting held on 6th November 2015 were agreed by those present and signed by the Chairman.

4. Personnel Issues

4.1 The Chairman of the Personnel Committee gave an overview of the meeting held that morning. The issues covered were as follows

- Succession planning, with a retirement due in 2017
- Structural Matters
- Extension of temporary staff contracts
- Incremental Changes

5. EALC Affiliation Fee Report 2015/2016

100% fee now collected

6. NALC Affiliation Fee Report – Cllr Peter Davey to update Members

- Yorkshire written to NALC on a number of issues mostly relating to Finance, affiliation fees and process for the fee increase.
- EALC with SALC and KALC have now submitted the joint letter on the dissatisfaction on the finances, fees and AGM process.
- NALC Budget currently is looking at 2% on affiliation.
- Sub group to look at affiliation fee structure, and Cllr Peter Davey and the Vice Chairman of the Finance Committee will sit on this group.
- Working party formed to look at 109 in the future, Cllr Davey will sit on.
- NALC budget £23,000 deficit.
- 8 weeks reserves only.
- NALC does a great amount of lobbying.

7. 42B High Street Great Dunmow

7.1 Confirmation from ECC that there is an intent to guarantee the rent for an addition three year period, beyond the initial agreement of 2019, taking they guaranteed rent to 2022.

7.2 Renewing the Lease Arrangements. Members are asked to consider the renewal with Holmes and Hills, estimated contract price £950.00 plus vat.

Propose	Cllr Peter Davey
2 nd	Cllr Michael Talbot

Carried

8. Budget and Budget Report – end Jan 2016

- Year to date figures
- Forecast to year end

Course income – another 10 courses to run, so that the forecast is as accurate as possible

Affiliation Fees – accurate

Course income budget for 2016/17– conservative

Affiliation fee includes the increases from NALC and EALC.

Payroll shows a 2% increase, does not include the incremental rises, this will be shown in future.

Rent scheduled to increase by £500 for 2016/17.

Office running costs likely to fall as most major building updates now complete.

Plan Year

No increase in fees, grants to reduce, salaries excluding one member of staff.

Course income is reduced in the plan because there are fewer elections in the planned year.

Admin expenses stable

The Finance Officer is asked to look at other utility bills and see if a better deal can be found.

Audit expenditure may rise.

9. Agreement of 2016/2017 Salaries budget - accepted

Reserved figure to be more transparent in future

Pensionable Pay Thresholds – staff salaries will be reviewed annually to determine whether they have crossed a percentage contribution level.

Agreement of policy

10. Fire Safety

The EALC Offices had a small electrical fire on the first floor in the training office. Two members of staff were present, the power was turned off, and the Fire Service called. An electrician was called who isolated the light fitting. The Fire Service was concerned that the smoke alarm was not activated.

Resulting work

- Call out charge electrician
- Replacement of light fitting
- Call out of Anglia Fire Protection
- Changes to where smoke alarms are fitted

11. Meeting Closure

Next meeting July 2016

Meeting closed at 2.10 pm

Date Signature