



**Essex Association of Local Councils
Minutes of the Finance Committee Meeting
Held on Thursday 12th July 2018 at 10 am
42B High Street Great Dunmow CM6 1AH**

Present

CLlr David McPherson-Davis (Treasurer)

CLlr Linda Belgrove
CLlr Mandy Cohen
CLlr Davey
CLlr Roy Martin
Kathryn Richmond

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

1. Welcome by the Treasurer

CLlr David McPherson-Davis welcomed those present.

2. Apologies for Absence

CLlr Jackman gave her apologies as she was at another meeting.

3. Minutes of the Finance Meeting held on 7th March 2018

The minutes of the meeting were approved at the EALC Executive Meeting in May 2018 – these were noted.

4. Personnel Issues

4.1 The Chairman of the Personnel Committee CLlr Davey gave a brief update.

The continuity of the post of Office Co-ordinator, was discussed and agreed to be within the budget. This item will be considered by the Personnel Committee.

5. Finance

- 5.1 Year end Accounts EALC Statement of Income & Expenditure (Balance Sheet/Profit or Loss) – Accepted
- 5.2 Year end Accounts EALC Statement of Financial Position – Accepted
- 5.3 Year end Accounts EALC Statement of reserves – Accepted

- 5.4 Notes to the Accounts EALC – Accepted
5.5 Year end Accounts EA (2013) Ltd Income & Expenditure – Accepted
Proposed by Cllr Martin and seconded by Cllr Cohen.

All those present were in favor and the proposal was approved.

- 5.6 Year end Accounts EA (2013) Ltd Statement of Financial Position – Accepted
5.7 Year end Accounts EA (2013) Ltd Note to the Accounts – Accepted

EA (2013)Ltd now filed online, within the deadline.

Proposed by Cllr Davey and Seconded by Kathryn Richmond to approve the accounts.

The motion was approved.

- 5.8 Consideration of the Affiliation Fee for 2019/2020

A discussion was held which included the following

- NALC FEE

Cllr Peter Davey stated that the NALC Fee amount of 1.9% (2019/20) would be proposed.

The NALC Fee would

- In future, the NALC Fee would be CPI or 3% whichever is the lowest amount
- The CPI figure will be taken from 31st March each year.

EALC Fee

- The fees were discussed, the pressure on the subscriptions and the level of subscription (%) to be applied

A 2% increase in fees, which will bring in an additional £1500, this was proposed by Cllr McPherson-Davis, seconded by Cllr Martin. All those present voted in favor of the proposal.

This proposal to go to the Next Executive.

Other Actions

- Mrs Darby to meet with Cllr Belgrove to look at the promotion of greater income generation.
- Training Course Summary - This to be included in the Budget for the next Executive.
- Kirsty O’Callaghan to be contacted over grants and the Service Level Agreement, the process of the work to be completed and agreement for the timescale.

- 5.9 Appointment of Auditor 2018/2019

Members present agreed for Mr Howard to be appointed for the financial year 2018 – 2019.
Proposed by Cllr Davey and seconded by Kathryn Richmond.

- 5.10 Review Charges to ECC for Management of Local Service Fund

Due 1st October, Kirsty O'Callaghan to be contacted in respect of grants awarded to the EALC.

6. Budget Report

- Only 2 months figures in the budget report
- 348 invoices raised against courses for April and May.

6.1 Bank Balances – Noted

Cllr Davey asked for last year's figures should be included – this will be considered by Miss Slade.

CCL – Instant Access to be investigated.

To investigate Building Societies and whether funds may be held.

7. Affiliation fees Report

261 paid membership

11 outstanding (£3431)

2 Councils not in Membership this year

Normal process of collecting fees to continue.

8. Financial Risk Assessment

Accepted

To go to Executive.

Risk Register to be considered – Miss Slade to consider

9. Financial Regulations Reviewed June 2018 (Appendix 12)

- 9.1 Item 5.3 increase credit card limits to £2000
- 9.2 Item 7.1 & 7.10
- 9.3 Item 17 & 18

The Changes were accepted, and it was agreed that this would go to the next Executive.

Addendum – to come into force following the AGM.

10. Asset Register

Accepted

11. Member Expense Policy Items 18 & 19

Changes agreed – to go to the Executive for approval.

12. Finance Meeting dates

Approximate timetable agreed, however if meetings are not required they will be cancelled.

13. Purchase of Safe

Consider lock for cupboard

Approval to purchase safe proposed by Cllr Davey and seconded by Cllr Cohen.

14. Next Meeting

November – to be agreed

15. Meeting closure

11.55 meeting closed.

Date

Signature