



**Essex Association of Local Councils
Minutes Finance Committee Meeting
Thursday 10th January 2019
42B High Street Great Dunmow CM6 1AH**

Present

Cllr David McPherson-Davis (Treasurer)

Cllr Mrs Belgrove

Cllr Mrs Cohen

Cllr Peter Davey

Cllr Mrs Jackman

Cllr Roy Martin

Mrs Kathryn Richmond

Officers to be present

Miss Charlene Slade (Responsible Finance Officer)

Mrs Joy Darby (Chief Executive Officer)

Business transacted

1. Welcome by the Treasurer

The Treasurer welcomed members present wishing everyone a happy New Year.

2. Apologies for Absence

All Members were present.

3. Minutes of the Finance Meeting held on 12th July 2018

The minutes of this meeting were noted at the EALC Executive Meeting on 18th July 2018. Members present approved the minutes of the meeting and they were subsequently signed by the Treasurer.

4. Personnel Issues

- 4.1 The Chairman of the Personnel Committee updated members on the current structure and ongoing work, to recruit a maternity cover.

- 4.2 Staffing Budget Option D Revised New Structure – Noted
- 4.3 Staffing Budget Option D Revised Full Report – Noted
- 4.3 Staffing Budget – 2019 NALC Scales – Noted
- 4.4 Staffing Budget – 2019 NALC Sales Full Report - Noted

5. Budget Report

- Consider the line 1 income Year to Date
- Consider the increase in courses 2019/2020 & 2020/2021 – and the ceiling of the numbers on courses
- Consideration of online training as a possible income stream in the future

Members had a discussion about the overall finances

5.1 Bank Balances – agreed

Mrs Slade was asked to look at where to invest funds to get the best return.
Mrs Richmond suggested that the CCLA is worth considering, as a holding account.

5.2 Statement of Reserves – Noted

6. Hire Fees - Conference & Training Centre

- 6.1 General Course Price Lists 2019 – agreed
- 6.2 Self-employed Non-staff help rates – 2019
- 6.3 Staff rates out of hours – 2019 – agreed
- 6.4 Short Course Charges – 2019 – agreed
- 6.5 Contracted Tutor Terms - 2019 – agreed
- 6.6 Conference Room rates – agreed

7. Auditors Report.

The Chairman announced he was pleased with the report. Cllr Davey spoke about the appreciation of the RFO.

The appointment of the Auditor, to be advertised

8. Next Meeting

To be agreed

9. Meeting closure

Meeting closed at 2.20 pm

Signed Date