

5. Annual Accounts

5.1 Proposed new layout of Annual Accounts.

- The Auditor, Mr Maurice Howard, had agreed the new layout.
- Last year's accounts had been transferred into new format
- It was noted no services were shown in new format which would be looked into by RFO
- Notes would be prepared to go with Page 4. These notes are for the purpose of the committee members and not for the statutory accounts.
- Income: Net to be taken out
- Services cannot relate to courses
- Page 2 No differences shown
- Presentation of new layout to Executive agreed

EA (2013) Ltd - No change

Cllr Roy Martin thanked the RFO for her work in transferring the accounts to new layout.

6. Budget Report September 2017

Year to date figure is for 6 months

Bank Balances noted.

Statement of reserves noted.

It was noted the £90,000 forecast could be on the conservative side.

(The meeting took a comfort break)

The Chairman asked Mrs Pearl Willcox to join the meeting as County Training Officer

7. Course Scale of charges

The scales of charges for contracted tutor costs, short courses and course fees were discussed by members present.

- Terms and conditions on bespoke courses to be changed to include Fridays the same as the rest of the week rates
- Contracted Tutor rates to remain the same as current year
- Course fees Half day increase from £55 to £60
- Full Day course fees £80 - £85
- Saturday courses £90 to £95
- Saturday Briefings £45 to £55
- Essex Equals £450 to £465
- Summer CiLCA £350 - £360
- Non member councils plus 200%

Contracted Tutor Terms and Conditions points 4 and 5 should be removed

(Mrs Willcox left the meeting)

(Cllr Stuart Berlyn left the meeting at 1pm)

8. Local Services Fund

EALC Financial Regulations Amendment:

The Local Services Fund is managed. 3rd party client money protected.

Notification to Insurers

9. Bank Signatures

To be amended after Executive AGM on the 23rd November 2017

10. Auditors Report

Noted

11. Next Meeting

To be advised

12. Meeting closure

The meeting closed at 1.20 pm

Signature

Date