

## ALCC Committee Meeting Held on 10<sup>th</sup> October 2018

**Attendance:** Lionel Thatcher, Lis Moore, Debra Platt, Gwylim Rippon, Linda Hedley, Lesley Sung, Michael Lennon, Tracey Broughton, Paula Heath

**In the Chair:** Lionel Thatcher

### 1. Apologies

Apologies received from Sam Roberts.

### 2. & To receive nominations for the post of General Secretary and ALCC

#### 3. Committee Members.

##### General Secretary:

- It was felt that the 5-year term of office for the General Secretary was too long and people were not prepared to undertake this role for only expenses. It was suggested that the term of office for the GS could be four years which would align with ALCC Committee Members' term of office. LM will be stepping down as GS to separate the Society and ALCC. If the GS was a staff member or Director we would continue to have an issue. The GS could stand down the five years but for financial planning it was better not to.

Comments arising:

- Would like the General Secretary's term of office to stay as 5 years as good continuity. This would mean GS's term would expire in a different year to Committee Members
- Committee Members' term is for four years and should be the same for the General Secretary.
- Need to set this when the General Secretary expires in June before the AGM.

**Approved:** It was agreed for the term of office for the General Secretary to stay at five years and expire in June 2022.

##### Committee Members:

- Two nominations received in the north but none from anywhere else and there will be By-Election for those posts.
- Will need to re-run committee vacancies. There will be no additional charge from Mi-Voice for elections.

**Action:** LM to organise and agree timetable which she will action when back in the office.

- Current committee vacancies: Michael King, North; Sarah Jeffries, South-West; two in the South-East - Sam Shipham and also LH; Sam Roberts, Wales.
- TB will not be putting herself forward again but would still like to stay involved with ALCC.

**Action:** Need to look at roles and responsibilities of the committee but this can

be done over email.

Laura? will not know yet that she is a committee member.

**Action:** To note a thank you to the people who have stood down from the committee and for GS to arrange for a card to be sent from the Chairman – to be signed by both the Chairman and GS.

4. **To elect a Vice-Chairman following resignation of Sam Shippen**

It was felt that it was useful to have a Vice-Chairman and the Chairman asked if anyone was interested in the position. GR put himself forward to be Vice-Chairman.

**Approved:** The Committee approved GR as Vice-Chairman and thanked him.

5 **Financial Report**

LM updated the committee as follows:

- Figures in report are for up to the end of August.
- If we adjust membership fees we only get a proportion of revenue depending on which year this falls into; received a £30,000 grant from Enterprise. Report revised to year date showing where we should be and where we are at.
- When LM did the accounts membership renewals were down by 1675 members. Target set was 2200 and we are well away from that number. LM asked the committee how they were going to get nearer to that figure.
- Protected income by end of year £15,000 on membership fees offset against expenditure of £4,000. There will be a £10/£11,000 surplus.
- Costs: Staff recharge subject to pay increase for staff in SLCC; elections not cheap.

It was asked how much membership numbers had gone down and was there a mechanism to chase these? LM said that the Taunton office had not asked and she doubted they had the capacity to chase. There was some work to be done with Gemma Rickard on an effective way to follow up on this.

**Action:** ALCC membership list to be sought from Taunton and then for ALCC representatives to contact members. LM to talk to Gemma Rickard regarding this.

- PH suggested an article in the Clerk Magazine that SLCC and ALCC are separate organisations.
- TB said that clerks would have been happy to sign up to ALCC at the Bolton RTS but there wasn't the capacity or way to do this.

**Action:** LM to speak to Gemma Rickard regarding this.

6 **To agree Budget for 2019**

- LM informed the Committee most membership subscriptions renewed in January of each year then the rest spread over the rest of the year which

meant that any increase in subscriptions from 1<sup>st</sup> January meant only receiving 60/70% of that increase. As ALCC's grant from the Society will be reducing LM suggested increasing subscriptions to £38 per member.

- Budget now adjusted for staffing and accrual for elections.
- Rebecca Santiago had been appointed Treasurer for ALCC but as she is leaving this will fall to LM. SLCC and ALCC Treasurer has been the same person and no conflict before so couldn't see any problem with LM being Treasurer to both.

Discussion took place on whether the subscription cost should be raised to £38 or to increase to £40.

**Approved:** After a show of hands it was agreed to raise the ALCC Membership Subscription to £40 but that the Committee needed to inform members why the fee has been raised.

**Action:** TB agreed to do wording (to be sent to LM) for inclusion in the November 2019 'Clerk' magazine to publicise renewals for ALCC subscriptions. Also to include case studies which the Chairman, Ian Smith and Robert Foulke can produce.

**Action:** The Chairman and LM to speak to Richard Walden about inclusion of the above in the November 2019 'Clerk' magazine

As this is the last year ALCC will receive a grant from the Society could we put a business case to the Board's Budget Review Working Group informing them that our budget is still tight we may then still receive some grant.

Chairman suggested an article be included in the 'Clerks and Councils Director' magazine; to include in CALCs newsletters and to write to clerks informing them what ALCC is offering (also to include OVW)

The Chairman thanks everyone for attending.  
Meeting closed at 15:20.

Lionel Thatcher  
Chairman