

FINANCE AND SCRUTINY COMMITTEE | DRAFT MINUTES

Date: 4 July 2022

Time: 11.00 – 13.00

Location: Zoom

Present: Cllr Graham Ford chair, Cllr Peter Davey, vice chair (finance), Cllr Tony Howard, Cllr John Plant, Cllr Duncan Wright, Jonathan Owen, chief executive; Steve Walker head of finance & administration, Justin Griggs head of policy and communications (part), Jane Moore legal manager (part) and Stephen Sampson Milton Avis (part).

1. Apologies

None noted.

2. Minutes

The chief executive noted that there had been no interest in the vacancy on the committee.

3. Accounts

The head of policy and communications was asked about commercial income, he assured members that sign up of commercial sponsors is going to plan and in line with budget targets and confirmed confidence at this stage about the year ahead.

The members welcomed Stephen Sampson Milton Avis, who that the audit is well underway with most of the systems and audit work done. With no areas for concern. He identified a few areas for which he needs a better understanding, which the head of finance and administration undertook to advise after the meeting.

He was pleased to note the increase in the income from affiliations, which are a combination of the % rate and membership growth and it was noted that the increase in the administration expenses includes costs associated with the IT development project which are met by a transfer from the reserve set up for this purpose last year. It was agreed that audited accounts will be available to sign off at the next meeting on 5 September.

The committee thanked Stephen Sampson for his contribution at which point he left the meeting.

It was agreed to provide a lowest cash position est. for the next national association.

The management accounts were received and are in line with expectations, it was noted that there may be some final adjustments and it was agreed, in principle, to allocate some of the surplus to replenish the development reserves.

4. Audit tender

Documents were received showing the outline, letters, and proposed candidates for the audit tender process. A few small changes were suggested, and it was agreed to proceed as presented.

5. Budget

The budget document was received with some changes for consideration to the 2023/24 year. The document was accepted noting that it will be better to have a more detailed examination at the next meeting when there will be more information. There was no decision made about the affiliation fee but at this stage leaving the forecast rate as is.

6. Bank matters

Balances 24 June:

- Current: £431,346
- CCLA: £159,226
- Total: £590,572, this compares to £644,794 to the same date last year.

7. County association debtors

There was a higher rate of affiliations received at the 30 June but there was also a higher rate of these being received close the deadline with £268,000 in the last five days, hence the lower cash balances in the lead up. On 30 June there was £154,910 still due. Suggestion was made to consider direct debit to get the monies.

8. GDPR

No items to note

9. IT and website project

A written report from the IT project manager was received. It was requested that core background costs for Cloudy IT with annual comparison be provided, also how long is the Cloudy contract.

10. Risk register

The risk register was received. Clarification was requested about the rating calculation for the risk to membership and partnership workings.

11. Date of time of next meeting

6 September 2022

@ NALC 2022