

## **FINANCE AND SCRUTINY COMMITTEE – SUMMARY DRAFT MINUTES**

5 September 2022

Location: Zoom

**Present:** Cllr Graham Ford, chair; Cllr Peter Davey, vice chair (finance); Cllr Tony Howard; Cllr John Plant (5 sept); Cllr Duncan Wright, Jonathan Owen, chief executive, Justin Griggs, head of policy and communications (part); Lisa Stockdale projects manager (for part), Anders Hanson projects manager (for part) and Farhana Miah executive officer. Steve Walker , head of finance & administration (20 sept)

Apologies, none

### **1. Minutes**

That the minutes be agreed and signed by chair.

In matters arising Cllr Wright queried on a update regarding the committee vacancy. The chief executive stated that Cllr Cowling has expressed interest and explained that Management Board and National Assembly will approve the vacancy first.

**RESOLVED: The minutes be agreed.**

### **2. IT and Website project costs**

The chief executive updated the committee on major projects NALC are currently working on to move towards a fully hybrid organization. One of which changing NALC IT infrastructure, recently moving to SharePoint/365, new IT support and modernizing the website.

Lisa Stockdale provided an update on IT projects. She had highlighted price comparisons on IT support, cloud back up, Microsoft 365 licensing to Databuild which has been provided in a separate report. The new IT support system including Cloudy IT is an annual subscription fee and not a pay as you go model to what NALC had previously. There is a £8,000 saving with the new contract.

Cllr Davey queried regarding the reconciliation of the IT project of 2021 against the anticipated expenditure and conduct an audit trail on Lisa's paper, and same for the website project.

Anders Hanson provided an update on the website project. He highlighted key objectives of what the project will require and the decision was to go for a organisation called Pixilate, they will also provide a CRM system which will enable us to interact with our members more efficiently. Background paper provided by Anders notes a breakdown of cost.

Cllr Davey stressed that current budget will be additional to the cost and sought understanding on reconciliation

The committee agreed in principle the projects costs and further information has been requested.

The chief executive provided an update on NALC's current phone system, the contract is up for renewal and are recommended to terminate that and move to mobile phone system.

### **Update on 109:**

The chief executive updated the committee on 109 and valuations are being received by agents and the committee will be informed on this in due course. He recommended that the sale be made either during autumn or Jan/Feb and sought agreement from the committee in principle to aim for those timescales. He futher noted that there will be additional marketing cost which isn't factored in the budget.

### **RESOLVED: Reports to be received**

#### **Year end accounts**

The committee support and agree the audited accounts in principle, subject to amendments being made to the freehold valuation which will be signed off by vice chair.

Resolved: the vice chair sign off year end accounts subject to amendments put forward by the committee.

### **3. Bank matters:**

Balances to the 26 August:

Current account: £597,618

CCLA: £258,226

Total: £855,844 this compares to £787,489 to the same date last year.

**RESOLVED: Report to be received**

**4. Budget**

This item will be deferred to another meeting.

The committee reconvened on 20 September to consider the budget and affiliation fee recommendation.

It was noted that the previous discussion to revalue the freehold had been actioned in the year-end accounts.

The 2023/24 budget was considered and it was agreed to amend the audit costs to £6,000; and costs of committees and democracy to £36,000, bringing the 23/24 budget to a small surplus. This is based on a recommendation for the affiliation fee of 7.71p per elector with a cap of £1978.

RESOLVED: Reports be received and a recommendation be made for the 2023/24 to be 7.71p per elector with a cap of £1978 for larger councils;

**5. County association debtors**

Most electorate numbers had been submitted and fee notes issued, with some payments starting to be received.

**Resolved: Report received**

**6. NALC committee update**

Justin Griggs, spoke to recent recommendations made for Smaller Councils Committee increasing membership of that committee and staffing support which have significant financial implications.

The committee had expressed concerns on the financial implications of this and has put this forward to Management Board.

**7. Audit tender**

Documents were received showing the outline, letters and proposed candidates for the audit tender process. The chief executive updated the committee on the current audit tender. NALC have had two tenders:

- Milton Avis
- Knill James

He stressed concerns around Milton Avis partner's health, however will recommend Milton Avis best suited for NALC as they understand our business well. The tender will be for three years.

Resolved: To recommend Milton Avis for auditor to AGM.

## **8. GDPR**

No items to note.

**Resolved: Report be received**

## **9. Risk register**

None to report

**RESOLVED: Report be received**

## **10. Date of time of next meeting**

19 October 2022 via Zoom.

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