

**SOUTH EAST ENGLAND COUNCILS EXECUTIVE**

Date: 16 October 2009

Subject: **SEEC Budget and Membership Update**

Report of: Aidan Shutter, SEEC Policy Officer

**Purpose of the Paper**

1. To update the Executive on SEEC membership and budget issues.

**Membership of SEEC**

2. So far, 69 authorities have agreed to join SEEC and invoices totalling £143,298 have so far been dispatched. The SEEC Business Plan, agreed at the July AGM, gave an indicative membership income stream of approximately £150,000. At present, we are following up with the five Councils who have not yet confirmed their membership (See Appendix A for individual Council membership details). If all remaining Councils agree to join SEEC, this would provide an additional £9,146 of subscription income.
3. Set out below is SEEC's financial position as at 30 September 2009

| Cost Element                                  | Total Plan for Year | Plan Year to Date | Actual in Last Period | Actual Year to Date |
|---|---------------------|-------------------|-----------------------|---------------------|
| 144001 Admin, Professional & Clerical - Sals: | 55000               | 27500             | 0                     | 0                   |
| 321010 General Provisions (Food)              | 0                   | 0                 | 1070                  | 1070                |
| 340010 Printing & Stationery                  | 2500                | 1250              | 230                   | 354                 |
| 340013 Stationery & Office Supplies           | 5000                | 2500              | 0                     | 0                   |
| 382020 Mobile Telephones & Cellphone Charges  | 1000                | 500               | 0                     | 0                   |
| 552000 Courses, Conference and Seminar Fees   | 10000               | 5000              | 0                     | 184                 |
| 562200 Subscriptions to National Bodies       | 0                   | 0                 | 0                     | 4066                |
| 583010 Other Professional & Consultancy Fees  | 55000               | 27500             | 2848                  | 17113               |
| 594501 Contingency                            | 21500               | 10750             | 0                     | 0                   |
| 922016 Income from other outside bodies       | -150000             | -75000            | 0                     | -143298             |
|   | 0                   | 0                 | 4148                  | -120511             |
|   | 0                   | 0                 | 4148                  | -120511             |

4. At present, the only 'staff' costs being currently charged are those for the SEEC Communications Officer. Recharges are also expected to be made to Buckinghamshire County Council and Shepway District Council for additional officer time for policy and administrative functions. There will be further imminent charges in connection with establishing the SEEC website (domain name still being agreed) and the e-newsletter.
5. On the horizon, there will be further costs associated with future SEEC Plenary meetings including a Plenary and Housing Conference planned for 5 March 2010, other SEEC Executive only meetings as well as other items necessary to deliver the Business Plan
6. At the present time, as SEEC develops in its inaugural year, it is difficult to be precise about a final outturn figure for the year end, however, at this stage a surplus looks achievable which can role forward to 2010/11.

### **Recommendation**

7. SEEC is asked to note the report and comment on any issues.