



# **ANNUAL GENERAL MEETING 2018**

## **NOTICE OF MEETING**

You are invited to the 44th Annual General Meeting of the Cumbria Association of Local Councils:

Date: Saturday 10th November, 2018

Time: 10.30 a.m.

Place: Newbiggin Parish Hall, Penrith, Cumbria CA11 OHT

**Directions to the venue are enclosed.**

Samantha Bagshaw  
Chief Officer

**IN THE CHAIR:** Mr Bob Mather, President of CALC

**WELCOME :** Cllr William Patterson, Vice Chairman of Eden District Council

## **AGENDA**

### **PART 1**

Margaret Irving, Alzheimer's Society, discusses her role as part of the Prime Minister's Task and Finish Group looking at the challenges facing rural communities with regard an ageing population and the increase in dementia sufferers.

### **PART 2 - Business Agenda**

1. Apologies for absence
2. Minutes of the Annual General Meeting held on 18th November 2017 (enclosed)
3. Matters Arising

4. Presentation of the Annual Report (enclosed)
5. Presentation of the Statement of Accounts (See the Annual Report)  
A separate income and expenditure statement will be available at the AGM.
6. Election of Officers:
  - i. President
  - ii. Vice-President
  - iii. Hon. Treasurer (Executive Committee nominations enclosed)
7. Appointment of Auditors

The Executive Committee recommends the re-appointment of Saint & Co.

8. Appointment of Executive Committee
  - i. Nominations of District Associations (report enclosed)
  - ii. Election to fill casual vacancy (report enclosed)
9. To consider changes to the fee structure for membership of CALC (report enclosed)

Recommendations:

- i. That from 2019/20 the NALC and CALC portions of the subscription fees should be itemised separately on the annual fee invoice.
  - ii. That from 2019/20 the CALC subscription for each parish council shall be calculated in proportion to the cube root of its electorate.
  - iii. That the CALC subscription for parish meetings that raise a precept shall be determined by the General Meeting.
  - iv. That parish meetings which do not raise a precept, shall not be charged any CALC or NALC subscription in 2019/20.
10. To determine CALC affiliation fees for 2019/20. (report enclosed).

Recommendations:

- i. That CALC subscription income shall be increased by 3% for 2019/20.
  - ii. That the CALC subscription for parish meetings that raise a precept shall be £33 in 2019/20, plus 6.99p per elector for the NALC portion of the membership fee.
11. To discuss any other matters raised by councils.

**CONCLUDING REMARKS** : Cllr William Patterson, Vice Chairman, Eden DC

**A light buffet lunch will be available after the meeting**

# Cumbria Association of Local Councils

## Annual General Meeting 2017

Minutes of the 43rd Annual General Meeting of the Cumbria Association of Local Councils held on Saturday the 18th November 2017 at 10.30 am in the Race course, Carlisle.

Present:

Name	Parish Council	Name	Parish Council
Rick Petecki	Chairman CALC & Embleton PC	Viv Tunnadine	Penrith TC
Bob Mather	President	Janet Searle	Wetheral PC
Sam Bagshaw	Chief Officer	Mark Greaves	Brigham PC
Mike Higginbotham	Chair CPCA & Wetheral PC	Mrs M Knoery	Holme St Cuthbert PC
David Huxley	Chair EALC	Mrs L J Housby	Holme St Cuthbert PC
David Peters	Chair SLDA & Natland PC	Raymond Tinnion	Hayton PC
Bryan Craig	Vice Chair CPCA & Dalston PC	Dave Billington	Hayton PC
Ann Byers	Dalston PC	Susan Leighton	Keswick TC
Ronnie Auld	Dalston PC	Mike Cumming	Askam & Ireleth PC
Jill Hay	Culgaith PC	Peter Bales	Workington TC
Chris Shaw	Parton & Moresby PC's	Anne Bales	Workington TC
Nigel Longworth	Ousby PC	Allan Daniels	Keswick TC
Christine Williams	Hethersgill PC	Paul Titley	Keswick TC
Terry Moore	Scaleby PC	Malcolm Grainger	Boltons PC
Jim Johnson	Beaumont PC	Alan Bowness	Boltons PC
Simon Smith	Caldbeck PC	Judith Derbyshire	Dacre PC
Holly Ho	Alston Moor PC	Roger Atfield	Levens PC
Peter Winter	Preston Patrick PC	Keith Hitchen	Drigg
Meg Hancock	Newby PC	Harry Barrow	Woodside PC
Philip Hancock	Morland PC	Trevor Allison	Cummersdale PC
Barry Earp	Wetheral PC		

In attendance, Sonia Hutchinson (Parish Development Officer) and Karen Wood (CALC Administrator).

### Part 1

Bob Mather introduced Peter McCall, Police and Crime Commissioner for Cumbria.

Peter McCall, who was elected as Police & Crime Commissioner for Cumbria in May 2016 outlined the progress he has made in the role to date and the issues facing parish and town councils in Cumbria. He went on to explain that Cumbria is one of the safest places to live in the UK and that although we do have some serious crime in relation to the population size the thresh hold for serious crime is very low.

Key areas covered in the presentation: -

### The Role of the Police & Crime Commissioner

1. To be accountable, fighting for money, engaging with the public, setting priorities and the precept.
2. To interact with Cumbria Constabulary – the role involves telling the police what the priorities are but not how to do it.
3. To outline the Police and Crime Plan for 2016 to 2020 which includes: -
  - Listening to the public;
  - Visibility – to have an effective and visible police presence on the streets;
  - Tackling Crime and Anti-Social behaviour – this cannot be solved by police alone it requires a community response to make a difference;
  - Ensuring that offenders face a consequence for their crimes;
  - Always putting the victims first,
  - Focusing on online and sexual crime;
  - Spending money wisely;
  - Supporting young people.

### Issues faced since May 2016

1. Police funding – Cumbria is an expensive county to police with a Bobby on the beat costing in the region of £50k;
2. Budget settlement – will not be resolved by reducing police numbers;
3. Areas of performance requiring improvement – Cumbria police are graded as good and outstanding in several areas;
4. Blue Light Collaboration;
5. 101 training for additional people – 12 million is being invested in a new IT system to improve the 101 service for non-emergency calls, the response for 999 calls is under 10 seconds;
6. OPCC – has reduced staffing levels in the Commissioner’s office.

Peter then took questions from the audience which touched on the drug issues facing Cumbria and the use of PCSO’s instead of Bobbies on the beat.

## **Part 2**

### **1. Apologies**

Apologies received from:

<b>Name</b>	<b>Parish/Town Council</b>	<b>Name</b>	<b>Parish/Town Council</b>
Peter Smillie	Arnside PC	Sue Hayman MP	Allerdale
Tim Farron MP	South Lakeland	Margaret Throp	Above Derwent PC
Rory Stewart MP	Penrith and the border	Karen Birch & PC	Colton PC
John Woodcock MP	Barrow	Margaret Throp	Above Derwent PC
John Stevenson MP	Carlisle	Gillian Mackey & PC	Barton PC
Trudy Harrison MP	Copeland	Helen Gilmour & TC	Cleator Moor TC
Christina Collis & PC	Brough PC	June Watson & PC	Murton PC
James Ruddick	Kingmoor PC		

### **2. Minutes of the annual general meeting held on 12<sup>th</sup> November 2016**

Agreed as a correct record and signed by the President.

### **3. Matters arising**

There were none.

### **4. Presentation of the Annual Report**

The chairman of the executive committee thanked Ronnie Auld for his contribution as chair and presented the report.

The Annual Report was adopted and the chairman took the opportunity to point out that it was clear from the NALC conference this year that the goal from central government is greater localism and the increased devolution of services / assets to parishes adding that parish councils have a lot to offer when it comes to making the right decision for their community.

### **5. Presentation of the Statement of Accounts**

In the absence of the Honorary Treasurer, the Chief Officer, Samantha Bagshaw presented the audited Statement of Accounts and a separate statement showing, broadly, annual income and expenditure.

Samantha Bagshaw was asked to clarify the payments to Fingertips Consultancy. It was explained that the CALC Administrative Assistant is self-employed and her salary is therefore paid to her company name.

### **6. Election of Officers**

The following officers were elected for 2017/2018

President	Mr. B Mather
Vice Presidents	Mr. S Simpson
Hon Treasurer	Ms. J Hardy

### **7. Appointment of Auditors**

The reappointment of Saint and Co as the Association's auditors was approved.

### **8. Appointment of Executive Committee**

The president reported the nominations made by the district associations

Carlisle	Cllr Mike Higginbotham	(Wetheral PC)
	Cllr Bryan Craig	(Dalston PC)
Eden	Cllr David Huxley	(Mungrisdale PC)
	Cllr Sue Castle-Clarke	(Ousby PC)

The nominations were noted.

### **9. To determine affiliation fees for 2018/2019**

The AGM considered a report by the chief officer explaining the background to the county executive's recommendation to increase the affiliation fees by 3%.

The recommendation was approved.

### **10. To consider changes to the fee structure for membership of CALC**

Sam Bagshaw explained that it is her intention to look at the affiliation fee structure with regards to the changes in electorate numbers and that the report will be presented at the 2018 AGM.

It was agreed that the fee structure will remain unchanged for 2018/19

**11. To consider creating a CALC District Association for Barrow District**

The AGM resolved to create a new Barrow District Association and that the Chairman will take up a seat on the CALC Executive.

It was also resolved that there will be provision for a second representative of Barrow District Association to sit on the CALC Executive.

The chairman welcomed representatives from Barrow and pointed out that it will be the first time that all six areas will be represented on the CALC Executive.

**12 To discuss any other business raised by councils**

No issues were raised

The chairman closed the meeting and thanked everyone for their attendance.

**Agenda item no.6**

**ELECTIONS OF OFFICERS 2018/19 - EXECUTIVE COMMITTEE NOMINATIONS**

President: Mr Bob Mather  
Vice President: Mr ST Simpson  
Hon. Treasurer: Mrs Julie Hartley

**Agenda item no. 8**

**APPOINTMENT OF EXECUTIVE COMMITTEE - NOMINATIONS OF DISTRICT ASSOCIATIONS**

Allerdale	Cllr Rick Petecki Cllr Roger Hart	Embleton and District PC Allonby PC
Barrow	Cllr Mike Cumming	Askam and Ireleth PC
Carlisle	Cllr Michael Higginbotham Cllr Bryan Craig	Wetheral PC Dalston PC
Copeland	Cllr Andrew Pratt Cllr Brian Kennish	Drigg and Carleton PC Muncaster PC
Eden	to be announced	
South Lakeland	Cllr David Peters Cllr Leith Hallatsch	Natland PC Windermere TC

**ELECTION TO FILL THE CASUAL VACANCY ON CALC's EXECUTIVE COMMITTEE**

The following two candidates, listed in alphabetical order of surname, have been proposed and seconded.

There is one place to be filled on the Executive Committee by election. Under the Constitution each local council in membership of the Association is entitled to two voting representatives (who may be serving councillors or officers) and the Honorary Officers are also entitled to vote, that is the President, the Vice Presidents and the Hon. Treasurer.

Ballot papers will be available at the AGM.

The directly elected member will serve on the Executive Committee for the remainder of this three year term that is until the AGM in November 2019.

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<b>Candidate</b>	<b>Interests / Experience</b>
Cllr Roger Burgin	I was a member of Eden District Council for 4 years and for 2 years chaired the Accounts and Governance Committee. I have been an elected member of Penrith Town Council since inception and have been Chair/ Vice Chair of the Finance Committee and the Economic Growth Committee.
Cllr Jane Tea	I have been an active parish councillor on Kirkoswald Parish Council since 2006 and Vice Chair since 2011. I sit on various sub-committees and have been involved in the registering of parish land and 2 parish plans together with a number of ongoing projects including the development of a resilience plan following the impact of the "Beast from the East". I represent Rennick on the parish council which is a small farming community and since retiring I now have more time for community involvement. I also enjoy walking and cooking.

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## Item 9

### To Consider Changes to the Fee Structure for Membership of CALC

#### Background

1. A Working Group was set up by the Executive Committee in January to examine the structure of CALC's subscription fees. The existing 'banded' fee structure was in need of review to assess if it was still appropriate.
2. At meetings in March, May and June, the working party considered a total of 7 options for ways of improving the way the CALC subscription fees are calculated.
3. At the CALC Executive Committee meeting on 23rd June, all 7 options were discussed and it was agreed:
  - a) that the CALC and NALC portions of the affiliation fees should be calculated separately on the annual subscription fee invoice to members. Members cannot be a member of CALC without being a member of NALC and vice versa but NALC sets its own fee increases.
  - b) that the 5<sup>th</sup> Option is to be taken forward. Option 5 ensures the CALC fee is proportionate to the cube root of the electorate in every parish – this reduces the extremes of fees for the largest and smallest parishes – the 'smoothed' approach.
  - c) that the Chief Officer will write to members explaining why change is needed and how their subscription fee will change. The letter will ask for comments to be reviewed in the October meeting before a recommendation to the AGM is agreed.
4. The letter explaining the proposed changes was sent to all members in July.

#### The Results of Consultation with Membership

5. The letter setting out the proposed changes resulted in the following written responses:
  - a. 6 positive responses
  - b. 3 negative responses
6. The negative responses came from one town council and two parish meetings. Both parish meetings and the town council expressed concern over the size of the increase of their subscription fee.
7. The Committee discussed the way the subscriptions are calculated for parish meetings – the current position is that if a parish meeting raises a precept, it can be a member of CALC for a fixed fee of £33.00 a year. This is a sum which reflects the fact that parish meetings do not have the same powers as parish councils and they do not elect councillors. They are by nature very small entities and do not engage in the same range of activities as parish councils and therefore do not call on the full range of CALC services in the same way as parish councils.

8. If a parish meeting does not raise a precept, it has been offered an 'affiliate membership' without cost which gave the smallest parish meetings access to the basic service.
9. The impact of the changes on Parish Councils was also discussed. The proposal to use an electorate-based model for the parish councils was to ensure greater fairness in CALC's subscription fee structure. As NALC charge a per-electoree fee, which has increased over the last three years, it created a situation whereby CALC was not collecting enough funds from the largest town councils to cover the NALC portion of their fees and therefore these councils were contributing nothing to CALC's costs.
10. The Executive made a number of recommendations set out below:

#### **Recommendations**

1. That from 2019/20 the NALC and CALC portions of the subscription fees should be itemised separately on the annual fee invoice.
2. That from 2019/20 the CALC subscription for each parish council shall be calculated in proportion to the cube root of its electorate.
3. That the CALC subscription for parish meetings that raise a precept shall be determined by the General Meeting and will be charged the NALC rate of membership in addition.
4. That parish meetings which do not raise a precept, shall not be charged any CALC or NALC subscription in 2019/20.

## **Item 10**

### **To determine the annual increase in subscription fees for 2019/20**

Last year the recommendation was that the 2018/19 annual subscription fees should go up by 3.0%. Since then the Office for National Statistics' report indicates that RPI annual inflation to September 2018 was 3.3% (The Government's preferred CPI figure showed an increase of 2.4%). This year staff wages rose by 2% in line with national agreements for local government salaries. In light of continuing inflationary pressures on the running costs of the organisations, it is prudent to recommend a 3% increase in the amount raised by subscription fees for agreement at the AGM in November.

#### **Recommendations:**

1. That CALC subscription income shall be increased by 3% for 2019/20.
2. That the CALC subscription for parish meetings that raise a precept shall be £33 in 2019/20 plus 6.99p per elector for the NALC portion of the subscription fee.