

## **CUMBRIA ASSOCIATION OF LOCAL COUNCILS LTD**

### **BOARD MEETING**

The meeting of the CALC Ltd Board Meeting on 3<sup>rd</sup> April 2024 was held remotely via Microsoft teams.

#### **Minutes**

Minutes of a meeting of CALC Ltd Board Meeting held on 3<sup>rd</sup> April 2024 at 7.00pm

#### Present:

Mary Bradley – Chair  
Sue Castle-Clarke  
Bryan Craig  
Mike Cumming  
Mike Higginbotham  
Will Huck  
Doug Sim  
Jane Tea  
David Wilson

In attendance: Sonia Hutchinson Company Secretary

#### **1. Apologies for absence**

Andy Pratt, Nick Perie.

#### **2. Declarations of interests**

None were declared

#### **3. Minutes of the meeting held on 14<sup>th</sup> February 2024**

The minutes were approved.

#### **4. Chair report**

Mary Bradley gave feedback on a Compact Review Session she attended on behalf of CALC, the aim of the event organised by CVS in partnership with the 2 unitary authorities was to assess if the current Compact written in 2011 between the third sector and the statutory agencies was still fit for purpose or needed to be reviewed. If it was to be reviewed what style and purpose should be adopted. There were some interesting discussions and at the end of the event it was agreed that there should be a new compact developed and a working party would be set up comprising CVS,

representatives from the two unitary authorities and a representative from the third sector to take this forward. Carolyn Otley will be the secretariat to this group and she is meeting with Mary to discuss the CALC Building Communities document as this was mentioned by both unitary authorities during the discussion.

Mary also asked the Board to note that she attended the Staff Meeting as agreed at the Board meeting to make staff aware of the new policies that have been approved by the Board and also to thank Kate for her service now that the resilience project has come to an end.

The verbal update was noted.

## **5. Chief Officer Report**

Mary Bradley asked the Board if anyone had any questions for Sonia Hutchinson regarding the Chief Officer report which had been previously circulated.

Concerns were raised regarding the Thriving Together Working Group project and why NALC feel they can sidestep the county officers forum and insist that the summit does not take place until 2025. Sonia Hutchinson explained that their reasoning for moving the summit to 2025 was that NALC wanted to wait until after the next general election. Mary Bradley and Sonia Hutchinson were asked to take CALC's concerns forward.

The remainder of the Chief Officers report was noted.

## **6. Ratification of the appointment of Ged McGrath to the role of Treasurer / Director**

The appointment of Ged McGrath to the role of Treasurer / Director for CALC was ratified.

## **7. Due Diligence Schedule**

The completion of the Due Diligence Schedule was noted and the Board asked that it was also noted that thanks should go to the Chief Officer and the CALC team for completing this piece of work.

## **8. Finance Matters**

- i. Budget Monitoring report from 1<sup>st</sup> April 2023 to 29<sup>th</sup> February 2024.

Clarification was sought on the start date for the financial year and if we would be going through to October or starting again from 1<sup>st</sup> April. It was confirmed that the financial year will run from 1<sup>st</sup> April 2024 to 31<sup>st</sup> March 2025 and that the first audited accounts to go to Companies House will be a part year.

It was also confirmed that all transfers of monies to the Cumberland Building Society had been completed as agreed at the last Board meeting.

The budget monitoring report was noted.

- ii. CALC Audit of accounts 1<sup>st</sup> April 2023 to 30<sup>th</sup> September 2024.

The CALC audit of accounts by Saint and Company from 1<sup>st</sup> April 2023 to 30<sup>th</sup> September 2024 was noted.

## **9. CALC Board Task and Finish Groups**

- i. Business and Development Task and Finish Group

### **(a) The Management Plan**

Mary Bradley explained that the Business Development Task Group comprises Mary, Sue, Jane, David and Sonia. Mary went on to explain that the group have agreed a number of actions to support the delivery of the strategy which have been presented in a table format. As well as key actions, the table also outlines who is responsible for the delivery of the actions together with a time frame for delivery. As the document was circulated for everyone to read prior to the meeting Mary asked if anyone had anything to add to the document or anything they wanted to raise. Mary also offered to have a separate discussion with any Board member regarding the document if they so wished. Mary added that it was not envisaged that everything would be delivered in one year with some actions rolling over into the next Strategic Plan, as the life of the current Strategic Plan finished in 2025.

The Management Plan was approved.

### **(b) The Balanced Score Card**

The Balanced Score Card was approved.

- ii. Communications Working Group

Doug Sim provided a verbal update. He explained that the Communications Working Group had met with the website developer to establish the design fundamentals of the website and the website developer is now taking the work forward. Some of the key points that were agreed were that it has to be bright, simple and graphical. Doug added that there is a lot of work to be finalised on the text but it must tell the public what local councils are about and tell Councils themselves what they are about. Finally it needs to let everyone know how CALC works and what CALC can do for councils. Everything is about informing people in simple, clear terms what is going on.

The verbal update was noted.

#### **10. CALC Policies and Procedures**

- i. Induction Pack for new Directors

The revised induction pack was approved.

- ii. Safeguarding Policy

The Safeguarding Policy was approved.

- iii. Dignity at Work Policy

Sonia Hutchinson confirmed that there would be training for all Board Directors and staff on civility and respect but that no dates have been agreed yet.

The Dignity at Work Policy was approved.

#### **11. CALC Zero Carbon Statement**

The Zero Carbon Statement was approved and it was agreed to add it to the new website.

#### **12. Resilience Project**

The Resilience report was noted and Mary Bradley asked for it to also be noted that the Board thanks Kate Grove and Lindsay Nicholson for all their hard work delivering on this project.

#### **13. Building Communities Document**

Sonia Hutchinson gave an update on the delivery of the Building Communities Document, explaining that she will be meeting with Cumberland Association of Town and Parish Councils later this month to discuss the Cumberland version of the document and Community panels.

The verbal update was noted.

#### **14. Reports from Cumberland and Westmorland & Furness Associations**

The reports from Cumberland and Westmorland & Furness Associations were noted.

#### **15. Reports form CALC Representatives**

Sue Castle-Clarke said she would like to add to the report on things that are happening in the different locality areas. Sue gave an explanation of the place action groups that are being set up in Westmorland and Furness. Although there will not be any direct involvement for CALC they will provide an opportunity for people from key local village groups as well as nominated Town of Parish councillors to go to an open meeting and talk about local priorities. The place action group will determine what they think is a priority for a small amount of funding, but the key benefit is about people working together.

The reports from CALC representatives were noted

**16. Next Meeting Date**

5<sup>th</sup> June 2024 at 7pm

Signed by the Chairperson

DRAFT