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CUMBRIA ASSOCIATION OF LOCAL COUNCILS LTD

BOARD MEETING

The meeting of the CALC Ltd Board Meeting on 5th June 2024 was held remotely via Microsoft teams.

Minutes

Minutes of a meeting of CALC Ltd Board Meeting held on 5th June 2024 at 7.00pm

Present:

Mary Bradley – Chair
Jane Tea – Vice Chair
Ged McGrath – Treasurer
Sue Castle-Clarke
Bryan Craig
Will Huck
Doug Sim
David Wilson

In attendance: Sonia Hutchinson Company Secretary

1. Apologies for absence

Mike Cumming, Mike Higginbotham
Not in attendance Andy Pratt, Nick Perie.

2. Declarations of interests

Bryan Craig asked it to be noted that he is a CALC facilitator.

Ged McGrath was welcomed to the board as treasurer and gave an overview of his interests.

3. Minutes of the meeting held on 3rd April 2024

The minutes were approved.

4. Chair report

- i. Discussion paper on Associations (appendix 2) Mary Bradley explained why she was proposing a change of name for CALC Associations and clarification on their role. Following a long discussion the following points were clarified: -

- All events that are applicable to both associations will be delivered on a Cumbria wide basis by Rachael.
- Both associations are holding events that will include clarification of the association role for member councils.
- Doug Sim proposed a change of name to Branch of CALC rather than association and this was supported by all present.
- Doug Sim agreed to circulate his organogram of CALC he has developed to all directors for comment.
- The 6 directors forming each Branch of CALC will agree their Chair and Vice-Chair.

It was agreed that Mary and Sonia will make any necessary changes to the articles of association and bring them back to the CALC Board in August to vote on a resolution which can be sent to Companies House.

- ii. Appointment of a new director Dr. Andrew Povey following nomination for South Lakeland vacancy.

It was agreed to ratify Dr. Andrew Povey as a CALC Board director.

5. Finance Matters

G. McGrath gave an overview of the financial position at the end of April and explained that going forward he would be attending the monthly finance meetings with Sonia, Rachael and Karen.

A concern was raised regarding the payment of NALC fees in April before all the subscriptions have been received. Sonia explained that all CALC's are given a deadline for submitting the NALC portion of the subscription fees.

Concerns were also raised regarding the admin time taken to collect the subscription fees for NALC and whether or not CALC should be paid for this. Directors were reminded that anyone could put themselves forward for the NALC Finance Committee if they wished to be more active on this and other financial matters. It was suggested that the CEO of NALC could be invited to attend a CALC Board meeting and Sonia said that she could facilitate this.

The budget monitoring statement was then noted.

G. McGrath reported that he and Sonia were working on a 3 year prediction of expenditure to enable forward planning.

6. Balanced Score Card 1st April to 30th April 2024

All amber sections of the scorecard were discussed and the following key points were noted

- i. That association reports are due in August, December and March which is when the balanced score card will also be presented going forward.
- ii. That officer meetings were to take place in May.
- iii. That staff salaries are awaiting NJC pay award. The matter of whether or not staff salaries should continue to be paid in line with NJC pay award was raised and the

consensus of opinion was that it would remain so at the moment as it is built into staff contract of employment.

- iv. 1st quarter Training income and expenditure will be identified in July and brought to the Board in August.
- v. A date will be arranged for October to look at the board Strategic plan after the election of Board members.
- vi. That the NALC fees for 2025/2026 will not be paid until the end of June next year.

7. Communication group verbal update regarding website development

Doug Sim explained that the new CALC website was now live, and that a lot of work has gone into redesigning the website on time and in budget. Rachael confirmed that all councils have been informed that it is live and posts are going out on social media about it.

It was also noted that that the CALC News looks much slicker after its review.

8. AGM / Conference Theme and celebration of achievements (CiLCA and LCAS)

Following a discussion it was agreed to invite the CEO and Leader from both unitary authorities to speak at the AGM. Sonia and Mary to consider an invite.

It was also agreed to celebrate CiLCA and LCAS achievements for 2023/2024 at the event.

9. Larger / Smaller council Committees or Forums

Mary explained the proposal that had been circulated to consider larger / smaller council forums. Following a discussion it was suggested that instead of setting up forums Rachael would set up a development session on a relevant topic and invite larger councils to that event as a development opportunity.

10. Board Director Elections and election timetable for summer 2024

It was agreed that all directors except the Treasurer will step down in October 2024 and nominations /elections for two directors per geographical area will take place over the summer. The previously circulated timetable for holding director elections in 2024 for all areas was approved

11. Clerk survey

It was felt, following a discussion, that due to the number of changes directors wanted to make to the proposed survey, the Business and Development task group should go through the survey and make any necessary changes before circulating the survey. Directors were asked to send any comments to Sonia by 17th June 2024

12. Next Meeting Date – 7th August 2024 at 7pm

Signed by the Chairperson

DRAFT