

CUMBRIA ASSOCIATION OF LOCAL COUNCILS LTD

BOARD MEETING

The meeting of the CALC Ltd Board Meeting on 7th August 2024 was held remotely via Microsoft teams.

Minutes

Minutes of a meeting of CALC Ltd Board Meeting held on 7th August 2024 at 7.00pm

Present:

Mary Bradley – Chair

Ged McGrath – Treasurer

Sue Castle-Clarke

Will Huck

Andrew Povey

Doug Sim

In attendance: Sonia Hutchinson Company Secretary

1. Apologies for absence

Mike Higginbotham, David Wilson and Bryan Craig
Not in attendance Andy Pratt, Nick Perie and Mike Cumming.

2. Declarations of interests

None.

3. Minutes of the meeting held on 5th June 2024

The minutes were approved.

4. Chair report

Mary Bradley gave an overview of the election process for the new CALC Board effective from October 2024, explaining that all existing Directors have been nominated by their councils except Jane Tea who has resigned, David Wilson who's form was not submitted because his council now only meets quarterly and Bryan Craig who was not in attendance at his last parish council meeting and was therefore not nominated, creating 2 vacancies in the North Cumberland and Mid Cumberland areas. 4 uncontested nominations have therefore been received for Cumberland area and these Directors will be appointed to the new CALC Board.

Mary went on to explain that 2 nominations have been received for Furness area, 3 nominations for South Lakeland and 3 nominations for Eden areas. Elections will therefore be held in South Lakeland and Eden areas to determine which of the nominations will be elected to the CALC Board. The two Furness uncontested nominations will be appointed to the CALC Board.

Mary went on to say that she has emailed Jane Tea to thank her for her service as she has been a valued member of the CALC Board for a number of years and has served on various sub-committees of CALC.

Clarification was sought on when David Wilson would finish as a CALC Board Director. Sonia Hutchinson explained that as an existing CALC Board Director he will remain on the Board until all current Directors step down in October. Elections to fill the remaining vacancies in Cumberland will be held as soon as possible and if the nominations are uncontested the Directors will be appointed for the next CALC Board meeting.

Directors then asked who had been nominated in Eden and South Lakeland. Sonia Hutchinson informed the Board that the nominees for Eden area were Sue Castle-Clarke, Jonathan Davies and Hilary Snell, and for South Lakeland Christine Hallatsch, Will Huck and Andrew Povey. Sonia then also confirmed that the ballot papers would be sent to councils on Friday 9th August.

Clarification was then sought on how the new CALC Board will determine who will step down in future in rotation. Mary confirmed that it would be done by ballot and suggested that this should take place when the CALC Board meets for its Strategic Development day in November, when sub-groups will be determined.

Following a discussion it was agreed that the original paper outlining the mechanics of when Directors will step down will be revised and brought to the next meeting. Mary clarified that this would be the November development day as the next meeting is the AGM.

Clarification was then sought on the 5% NALC subscription uplift and Mary said she would discuss this later in the agenda.

5. Chief Officer report

Sonia Hutchinson gave an additional update on the Cumbria Strategic partners meeting explaining that a Cumbria wide Economic Strategy was being developed along the lines of the five themes covered in the report and that this would form the basis for the proposal to move to a combined / mayoral authority. Sonia went on to confirm that Mary has submitted an application to sit on the Cumbria Board for Economic Growth but there has been over 40 applications submitted.

Sonia asked if anyone has any other comments and she was asked to note that Westmorland and Furness Branch are holding a forum on the 19th of September which will include a launch of the Highways pathfinder project, which is similar to what was previously termed as “working together”.

6. Balanced scorecard report 1st quarter

Mary Bradley pointed out that the only two indicators that are red on the balanced score card both rely on input from external organisations, which are outside of CALC control, the external audit is still to be completed by Saints and Co. and the national pay award for staff is still to be agreed.

Mary also pointed out that the Strategic Development Day has been penciled in for the 30th of November 2024. Mary went on to explain that almost everything within the management plan has been delivered so it will be easy to pull out the items that have been delayed for example the development of a locum service which would require the use of zero hour contracts, when the new government is considering ceasing the use of such contracts.

Clarification was then sought on the audit of accounts and when we were likely to receive them and was there a legal limit on it. Sonia explained that the individual auditing the accounts at Saint and Co has retired and his workload has been re-distributed. CALC have asked for them as soon as possible and have explained that we must have them before the October Annual General meeting. Mary added that we are not expecting anything untoward re the accounts but if anything came back of concern Sonia would discuss it with the Treasurer and if necessary we would call an extraordinary meeting of the CALC Board.

Clarification was then sought on the wording on the NALC subscription KPI. Sonia explained that the NALC subs are always paid in two payments and have been for a number of years and that the wording on that KPI has always been the same since the balanced score card was developed.

Clarification was also sought on the number of outstanding subscriptions. Sonia explained that the balanced score card was for the first quarter to the end of June and that subscriptions have been received since then. The Treasurer confirmed that there were only a few outstanding which were being chased.

7. Finance Matters

Budget Monitoring report 1st quarter

The budget Monitoring Report to 30th June was noted

Budget projection and Annual review of 2025/26 CALC membership fees

Following a discussion it was agreed to approve the recommendation from the Treasurer to raise the NALC and CALC portions of the membership fees for 2025/2026 by 5% for the NALC portion of the fees and 3% for the CALC portion of the fees, with a flat £1 increase for parish meetings. It was also agreed to inform member councils in October what their subscription fees will be subject to the caveat that as the fees are based on electorate numbers which will not be given to CALC until February 2025 the figure they are given may fluctuate

depending upon whether their electorate number has increased / decreased over the last 12 months.

Mary also explained that NALC were intending increasing their subscription fee by 5% as they need this amount just to stand still.

8. Redrafted Articles of Association – M. Bradley

It was agreed to pass a Special Resolution that the memorandum and articles of association circulated prior to the meeting are hereby adopted in substitution for and to the exclusion of the existing memorandum and articles of association of the company.

It was also agreed to approve the terms of reference for the Cumberland and Westmorland and Furness Branches of CALC also circulated with the articles of association

9. Communication Group - CALC surveys

Following a discussion the CALC survey and separate Training survey were both approved with no amendments. It was agreed to ensure that it was sent out with a timescale for all councils to be able to submit it.

10. Building Safe and Strong Communities documents Cumberland and Westmorland and Furness

Sonia Hutchinson gave a verbal update on where Cumberland and Westmorland and Furness Councils are with regards to the Building Safe and Strong Communities document. Cumberland council have now shared the document with all their members and have some minor changes they would like to make which Paul Musgrave is going to share with CALC. When received Sonia will circulate to the Cumberland Directors. Westmorland and Furness council now take regular updates to their cabinet on progress made which includes, locality Board updates, community power, improving communications through a newsletter and the pilot of place action groups in the Eden Area. Sonia added that she together with Sue Castle-Clarke have met with Nick Wright and Tracey Ingham regarding communications and this is going to be a regular meeting. CALC has also been asked to sit on a working group to develop the training around community engagement with New Local through that Community power steering group which Rachael Kelly is going to take forward.

The update was noted.

11. Annual Training report

To note the annual training report.

Concerns were raised regarding the number of training courses that have been cancelled. Rachael Kelly explained that she has tightened up on the number of courses that are being delivered so hopefully there will be less courses cancelled

going forward. Rachael also informed the Board that courses are only cancelled if there are no attendees or under 3 attendees as that makes them financially unviable. When clarification was sought on how the training programme was circulated Rachael clarified that the programme is circulated to all Clerks, Chairs and any councillors on the distribution lists as well as being put on the CALC website and social media.

Mary Bradley added that Rachael is also arranging training for larger councils having asked them what training they would like to see delivered specifically for them.

The training report was then noted.

12. Reports from CALC Branches

The reports from the CALC Branches were noted.

13. Reports from CALC Representatives

Mary agreed to circulate her report with the minutes and the report from CALC Representatives was noted. It was also agreed that reports from CALC Representatives and the CALC Branches report will now be presented at every meeting. As the next meeting is the AGM in October the next reports will be presented in December.

14. Next Meeting Date

CALC AGM Saturday 12th October 2024.

Mary explained that as CALC is now a limited company there will be very little to go through during the agenda part of the meeting and we will move on quickly to the presentations from both unitary authorities.