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CUMBRIA ASSOCIATION OF LOCAL COUNCILS LTD

BOARD MEETING

The meeting of the CALC Ltd Board Meeting on 14th February 2024 was held remotely via Microsoft teams.

Minutes

Minutes of a meeting of CALC Ltd Board Meeting held on 14th February 2024 at 7.00pm

Present:

Mary Bradley – Chair
Bryan Craig
Andy Pratt
Jane Tea
David Wilson
Doug Sim
Mike Cumming

In attendance: Sonia Hutchinson Company Secretary

1. Apologies for absence

Sue Castle-Clarke. Mike Higginbotham Will Huck and Nick Perie.

2. Declarations of interests

None were declared

3. Minutes of the meeting held on 6th December 2023

The minutes were approved.

4. Chair report

Mary Bradley informed the Board that the Business and Development Task and Finish Group are still reviewing the Strategic Plan which will be brought back to the Board as soon as possible.

Mary also made the board aware that she was meeting with Sonia Hutchinson on 15th February and one of the agenda items is the Cumberland Community panels and the requirement for co-opted members to live within the panel areas. Following a brief discussion Mary said that she would get back to David, as Cumberland chair, once she has discussed the matter with Sonia.

Mary then referred to the sad loss of Leith Hallatsch as a Board member, after a significant number of years, service to CALC. It was agreed not to fill his position on the CALC Board until March 2024.

The verbal update was noted.

5. Finance Matters

- i. Budget Monitoring report from 1st April to 31st December 2023.

The budget monitoring report was noted.

- ii. Appointment of Board Director as a Treasurer - S. Hutchinson explained that the advert had now been shared across all councils twice and the closing date for nominations is 29th February 2024. Mary Bradley added that she was aware of one nomination which may be submitted before the deadline.

- iii. Proposal to use the Budget 2023/2024 surplus prior to the 31st of March 2024

The Board agreed to spend a proportion of the surplus generated in 2023/2024 on a new CALC website and the quote submitted for consideration was accepted. S. Hutchinson to progress with CALC Officers with input from the Communications Task and Finish Group.

- iv. Parish Support Officer Westmorland & Furness increase in hours

The Board agreed to increase the hours for the Parish Support Officer for Westmorland and Furness to 15 hours per week. S. Hutchinson to action.

- v. Transfer of CALC funds to a higher interest fixed term account with the Cumberland Building Society.

The Board agreed to formally ratify the decision to move CALC funds to a higher interest fixed term account with the Cumberland Building Society.

6. CALC representation at meetings with partners

The Board noted the representation and agreed to inform S. Hutchinson of any other meetings board members are attending as CALC representatives.

7. Terms of reference for the Communication Group

Mary Bradley explained that in addition to the input into the website re-design there are two key pieces of work that the Communications task and finish group need to undertake following feedback from councils, namely developing two briefings "What is the role of Parish and Town councils" and "What CALC can do for you."

The terms of reference for the task and finish were agreed and as the group now only has two original members, who said they would re-join the Communications task and finish group it was also agreed that S. Hutchinson will contact Directors within Westmorland and Furness area to ask if one of them would like to join the group.

8. Policies - update M. Bradley

- i. **Sickness Absence Management policy**
Mary Bradley had been tasked to look at examples of policies in comparable organisations. She reported back that many organisations policies were in fact more generous than those being proposed and this was the median position. After some discussion it was proposed to amend the policy to make it a rolling 12 months instead of a calendar 12 months but to leave the amounts relating to years served as in the document. This is to be implemented from 1/4/24 following discussion with staff.

- ii **Special Leave Policy**
At the previous Board meeting, a request was made to allow more time for Directors to consider the content. As most of this is statutory provision it was more about the way CALC would apply and monitor. Directors voted unanimously to accept the policy as written. This is to be implemented follow discussion with staff.

Mary will attend the next staff meeting and ensure all issues have been addressed.

9. Next Meeting Date

3rd April 2024 at 7pm

Signed by the Chairperson