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## CUMBRIA ASSOCIATION OF LOCAL COUNCILS LTD

### BOARD MEETING

The meeting of the CALC Ltd Board Meeting on 6th December 2023 was held remotely via Microsoft teams.

#### Minutes

Minutes of a meeting of CALC Ltd Board Meeting held on 6<sup>th</sup> December 2023 at 7.00pm

#### Present:

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

In attendance: Sonia Hutchinson Company Secretary

#### 1. Apologies for absence

Nick Perie, Mike Cummings and Leith Hallatsch

#### 2. Declarations of interests

Bryan Craig declared an interest as a Planning Trainer for CALC.

#### 3. Minutes of the meeting held on 4<sup>th</sup> October

The minutes were approved.

#### 4. Chair report

Mary Bradley provided feedback on the Green to Grow event which had been very positive. Mary then made the Board aware that she had recently attended the NALC House of Lords event, she gave a summary of the presentations and discussions which took place and confirmed that Slides from the event will be circulated when they are received from NALC.

The verbal update was noted.

## **5. Chief Officer report**

Sonia Hutchinson provided an update on the report which had been previously circulated and made the Board aware that Mary has offered her assistance if required with regards to either compiling the agenda or facilitating the summit being held in April.

The Chief Officers Report was noted.

## **6. Annual review meetings with Cumberland and Westmorland and Furness Councils**

Mary provided a verbal update on the two meetings that have taken place so far, both meetings were very positive and her feedback was noted.

Mary Bradley also gave an update on the position of the Building Communities document. It was noted that the Westmorland and Furness Council cabinet has approved the document which will shortly be circulated to all councils as part of a joint launch. It was also noted that Cumberland Council have verbally confirmed they will also be signing the document.

## **7. Due Diligence Schedule – Update on the due diligence undertaken regarding the move to a limited Company by Guarantee.**

The contents of the Due Diligence Schedule were noted.

## **8. Professional Indemnity Insurance quote**

The Board agreed to renew the Professional Indemnity Insurance with Hiscox Insurance Company Limited. The premium (including IPT and all fees) for the year will be £1,087.26. It was also agreed that in spring 2024 a Task and finish Group will be established to look at all CALC Insurance requirements for the following year.

## **9. Finance Matters**

- (i) Budget Monitoring report from 1<sup>st</sup> April to 31<sup>st</sup> October 2023

The budget monitoring statement to 31<sup>st</sup> October 2023 was noted. Sonia Hutchinson explained that CALC may be looking at an underspend at the end of the financial year and it was agreed that if this still appears to be the case in January the CALC Board will determine what to do with the underspend prior to the end of the financial year. Sonia Hutchinson will keep the Board informed of the financial position.

- (ii) Appointment of Board Director as a Treasurer

The Board agreed to elect from member councils a Treasurer for the Board with experience in Financial Management. Sonia Hutchinson to action.

- (iii) Request from Consultant Karen Wood to consider an increase in her hourly rate.

The Board approved an increase of £1 an hour to £16.50 on the understanding that the increase would take effect from 1<sup>st</sup> January 2024 and would then be reviewed on an annual basis with the next review taking place in January 2025.

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

It was agreed to establish a Business Development Task and Finish Group which will develop a Balanced Score Card as it's first task. The terms of reference for the group were also approved.

Mary Bradley also confirmed that all previous committees i.e. the Staffing and Governance Committee and the Communications Working Group were dissolved when CALC became a Limited Company by guarantee.

#### **11. CALC Board Director Roles Profile**

The Role Profiles for CALC Board Directors were approved subject to a minor change. It was noted that one of the documents referred to a Trustee and it was agreed that all documents will; be checked to ensure members of the Board are always referred to as Directors.

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

- (i) The update on the resilience project for both Cumberland and for Westmorland and Furness councils from July to end of October 2023 was noted.
- (ii) It was agreed that the CALC team can seek alternative grant funding to continue the resilience project for a further 12 months.

#### **13. Appointment of PSO for Cumberland – S. Hutchinson**

The appointment of S. Thornley to the post of Parish Support Officer Cumberland with effect from 1<sup>st</sup> January 2023 was ratified by the board.

#### **14. Building Communities document - verbal update for Westmorland & Furness Council and Cumberland Council**

This item was addressed under agenda item 6.

#### **15. Reports from the Westmorland and Furness Association of Parish Councils and the Cumberland Association of Parish Councils.**

The reports from the Westmorland and Furness Association of Parish Councils and the Cumberland Association of Parish Councils were noted.

#### **16. Reports from CALC Representatives**

The reports from CALC Representatives were noted.

## **17. Policies**

Board members noted that the policies would be referred to as draft before being agreed by members. It was agreed that the policies other than sickness and special leave were the standard legal requirements and approved them. However members felt they needed to read through the special leave policy again before agreeing to this to ensure it was comprehensive.

The sickness policy was agreed except for the time factors. Whilst some believed it was over generous and potentially unaffordable, others questioned the comparison with similar organisations.

It was agreed

1. To approve the policies other than sickness and special leave.
2. To bring the special leave policy back to the next meeting with the intention of approving providing members felt it was comprehensive and affordable.
3. The Chair would explore other examples of sickness policy in similar organisations and also the terms applying to parish/town clerks.
4. The chair would provide a financial impact assessment based on '3' to the next board meeting

## **18. Next Meeting Date**

7<sup>th</sup> February 2024 at 7pm

Signed by the Chairperson