

## CUMBRIA ASSOCIATION OF LOCAL COUNCILS

### EXECUTIVE COMMITTEE

#### Minutes

*In line with government guidance regarding the Covid-19 pandemic announced on 23<sup>rd</sup> March, the scheduled meeting of the CALC Executive Meeting on 20<sup>th</sup> June was held remotely via the internet.*

Minutes of a meeting of CALC's Executive Committee held **Saturday 20<sup>th</sup> June 2020 at 10am.**

#### **Present:**

Sue Castle-Clarke  
Bryan Craig  
Roger Hart  
Mike Higginbotham  
Rick Petecki  
David Peters  
Andy Pratt  
Jane Tea

#### **1. APOLOGIES**

There were no apologies received at the meeting.

#### **2. MINUTES**

Concern was raised that the information issued from the March meeting could not be correctly termed 'minutes' as a 'meeting' did not take place. Members were consulted via email and a number of responses were collated on a range of items. It was agreed that the items should be now considered for agreement in the meeting.

It was noted that the minutes of the January meeting had not been circulated in March as normal and should be circulated at the next meeting of the Executive Committee.

#### **Agreed:**

- a) that any matters raised in the March notes, that had not been raised on the agenda for the June meeting, should be addressed under Item 3 of the agenda, Matters Arising.
- b) That the minutes of the January meeting be circulated before the next meeting of the Executive Committee.

3. **MATTERS ARISING**

There were a number of matters arising from the notes of the matters raised with the Executive in March.

**Item 5: Staffing Structure and Review Update.**

The recommendations below were **agreed**:

- a) That the new title of Parish Support Officer (rather than Parish Liaison Officer) is approved.
- b) That the new job description is approved
- c) That the appointment of administrative support officer on 4 hours a week is postponed and reviewed no later than March 2021.

**Item 6: Association Management Software (AMS)**

Members considered the prototype of a software package that Northamptonshire County Association has been working on that will assist county associations in carrying out their role.

Members were given additional information about the functionality of the software and its likely cost.

**Agreed:**

To decline the request to contribute financially to the development of the software on the grounds that it won't ultimately offer enough benefit to make the financial investment worthwhile

**Item 7:** To be considered under Item 11 of the June agenda.

**Item 8: CALC Payments and Receipts to 29<sup>th</sup> February 2020**

**Agreed** as part of the end of year accounts for 2019-20

**Item 9: CALC Staff Salary Increase**

Still no information on from the Joint National Council on salary increase for local government employees. The matter will be considered at the next available meeting.

**Items 10, 11 and 12** were noted.

**Item 13 HSBC Bank Mandate**

**Agreed:** that the Committee approves the removal of Jill Hay's name from the Bank Mandate on the CALC business account held at the HSBC Bank.

#### Item 14: Proposed Meeting Dates

**It was agreed:**

That the Executive Committee meetings will take place either virtually or at the Community Fire Station, Penrith, starting at 10.00a.m, on the following days:

Date	Description	Gap since previous meeting
Sat 26 Sept 2020	CALC AGM	
Sat 10 Oct 2020	CALC Exec	3 months
Sat 16 Jan 2021	CALC Exec	3 months
Nov/Dec 2020 - TBC	CALC Exec forward planning session	

#### 4. CALC AGM REPORT

The Committee considered the report.

**Agreed:**

- a) That the meeting be held virtually over the internet and there will be no invited speakers.
- b) That CALC's portion of the membership subscription should rise by 4%.
- c) That the nominations of officers and auditors are agreed.
- d) That the subscription fee for parish meetings that raise a precept be increased by £1 to £35 per annum.
- e) That arrangements for parish meetings that do not raise a precept remain the same as the previous year.
- f) That the wording of item (i) the recommendations be amended to remove the words 'the portion of'

#### 5. DATE OF ELECTION OF CALC CHAIR

The matter of moving the election of the CALC Chair to March/April meeting of the Executive Committee, to align with the new financial year was discussed.

**Agreed:** that it was not necessary to change the current arrangements.

**6. FUTURE PROJECTS TO BE PLANNED FOR POST CORONAVIRUS** Members were asked to suggest future projects for post Coronavirus. Consideration was given to how CALC should mark future events such the 75th anniversary of NALC and CALC.

**Agreed:** that an event such as the 75<sup>th</sup> anniversary was a matter for future consideration but now wasn't the right time.

6. **STRATEGIC MANAGEMENT PLAN**

The draft SMP was considered by the committee. Members gave constructive feedback.

**Agreed:**

That the Strategic Management Plan is redrafted and re-circulated to members.

7. **CALC PAYMENTS AND RECEIPTS TO END OF MARCH 2020**

Approved.

8. **DEVELOPMENT UPDATE**

The committee considered the development and thanked the staff for their hard work in delivering the training and for the well written report.

9. **CALC EXECUTIVE MEMBER SKILLS AUDIT**

The report is for information and was noted.

11. **LOCAL GOVERNMENT RE-ORGANISATION**

In March, Members were asked to consider the fact that there was active discussion (prior to the Coronavirus pandemic) between government and the leaders of the principal authorities in Cumbria about possible reorganisation of local government in the county.

This is still the case, however, the committee discussed the most appropriate and effective approach to the matter to be taken by CALC.

**Agreed:**

- a) That CALC writes to our members to keep them informed of any developments regarding local government re-organisation in Cumbria. These updates may include information on the Government's Devolution White Paper.
- b) That CALC's focus is to look after the interests of parish and town councils in any future reorganisation.

12. **REPORTS FROM DISTRICT ASSOCIATIONS**

The Committee thanked the Parish Liaison Officers for their hard work during the Coronavirus Pandemic..

13. **CHIEF OFFICER UPDATES**

Noted.

14. **REPORTS FROM CALC REPRESENTATIVES**

Updates received regarding the on-going serious challenges due to the impact of the Coronavirus on the tourism industry in Cumbria.

Also, members were encouraged to look at the Devolution White Paper on Local Government Reorganisation.

15. **ANY OTHER BUSINESS**

- a) Rick Petecki, CALC rep for NALC, with a seat on the policy committee and the National Assembly, reminded members that there is a NALC online meeting regarding the current consultation on the Code of Conduct. It is open to all councillors in England and recommended that members join the meeting.
- b) Agreed: that the online Local Government Association survey on the revised Code of Conduct be sent out to members again, this time as a single item as it is important that it is not missed.
- c) NALC have updated their website accessibility guidance, partly as a result of pressure from Cumbria. So, if members have any concerns that they would like to raise at a national level to inform CALC or Rick directly as he can raise it with the Policy Committee or at the National Assembly.

Signed by the Chairman

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