

## **CUMBRIA ASSOCIATION OF LOCAL COUNCILS**

### **EXECUTIVE COMMITTEE**

The meeting of the CALC Executive Meeting on 15<sup>th</sup> June 2023 was held remotely via the internet.

#### **Minutes**

Minutes of a meeting of CALC's Executive Committee held on 15<sup>th</sup> June 2023 at 10.00am.

#### **Present:**

Mary Bradley – Chair  
Sue Castle-Clarke  
Bryan Craig  
Mike Cummings  
Leith Hallatsch  
Mike Higginbotham  
Mark Kidd  
Andy Pratt  
Doug Sim  
David Wilson

In attendance: Sonia Hutchinson Chief Officer

Cllr. Bradley asked for the following to be minuted - that the CALC Executive thank Rachael Kelly for covering in the absence of S. Hutchinson.

#### **1. APOLOGIES FOR ABSENCE**

Apologies were received from Cllr. J Tea and Cllr. B. Pink.

#### **2. DECLARATIONS OF INTERESTS – TO DECLARE PERSONAL OR PREJUDICIAL INTERESTS IN ANY ITEMS ON THE JUNE 2023 AGENDA**

There were no declarations of interest.

#### **3. MINUTES OF THE MEETING HELD ON 21 JANUARY 2023, NOTES OF 1 APRIL 2023 & MINUTES OF 20 APRIL 2023**

The draft minutes of the meetings held on 21 January 2023, the notes of 1 April 2023 & Minutes of 20 April 2023 were approved.

Cllr. Bradley pointed out that one of the actions had been to circulate the Strategic Plan, she went on to explain that the circulation of the plan has been delayed whilst feedback is received from the unitary authorities on the Building Communities document, some very good draft feedback has been received from Westmorland and Furness and S. Hutchinson has met with P. Musgrave from Cumberland to ask

him for similar feedback from Cumberland. Once comments have been received and changes made to the documents then the strategic plan can be further reviewed before circulation.

#### **4. TRAINING UPDATE**

The training update was noted. Cllr. Bradley commented on the comprehensiveness of the report and asked Executive Committee members to give some thought to the comments R. Kelly made re cancellations and more engagement sessions. S. Hutchinson explained that under the breakdown of training costs it should be noted that the figures differed from the end of year accounts with regards to training costs and the surplus generated because the report had been prepared before the end of year accounts were finalised and submitted to Saint and Co..

#### **5. LEGAL STRUCTURE OF CALC – PRIVATE COMPANY LIMITED BY GUARANTEE**

It was noted that the Special general meeting 7 June 2023 was cancelled. The Executive Committee then approved the establishment of a project team to work with CALC staff on the transition to a limited company should it be approved at the meeting on the 22<sup>nd</sup> July. Cllr. Bradley also asked for £3k to be set aside to fund this project should any specialist additional time be required for example from Saint and Co. CALC auditors. It was agreed to set up the project group and include the additional funding in the budget forecast for 2023/2024.

Cllr. Castle-Clarke then asked if the proposal on how to enable CALC to transition from its current unincorporated position to a Limited Company could be taken later in the agenda when the terms of reference for the Local Associations were to be discussed (agenda item 11). It was agreed to discuss later in the agenda.

Cllr. Bradley explained the options paper which had been circulated prior to the meeting regarding the transitional arrangements for CALC with regards to elections for the Locality Associations and the CALC Board.

Following a discussion it was agreed to go with option C which was to

- Hold AGMs for current district association footprints in July in line with current constitution. Appoint a Chair and Vice Chair 6 appointments per unitary authority area.
- When CALC holds its AGM in September the last action of the current CALC Executive will be to ratify those appointments, these elected representatives will form the new CALC Board for the Limited Company. A further four directly elected members, two per unitary authority, can be appointed by either the existing CALC Executive team prior to being dissolved or by the new CALC Board which will hold its inaugural meeting on the same day.
- This will give a CALC Executive Board of 16 members 8 per unitary authority and those 16 members will also form the Locality Association Boards in their unitary authority (8 per locality association).

It was also agreed that Cllr. Bradley will give a presentation to all members at the Special General Meeting on 22<sup>nd</sup> July to explain the new CALC structure contained within the MAA as well as transitional arrangements.

## **6. POLICIES**

All policies were approved subject to the Vexatious policy being checked and any reference to Clerk being removed.

## **7. RESILIENCE PROJECT**

The update on the project was noted.

That funding has been confirmed to support the Resilience Project for a further 10 months from 1<sup>st</sup> June to 31<sup>st</sup> March 2024 was also noted.

Cllr. Bradley also explained that there will be a Green to grow event being held in Cumberland in September which she has obtained sponsorship for, this is something that can be replicated in Westmorland and Furness in Spring 2024.

## **8. STAFFING AND GOVERNANCE COMMITTEE RECOMMENDATION**

The Staffing and Governance committee recommended the appointment of two part time resilience Project Officers one per Unitary Authority. Cllr. Castle-Clarke raised her concerns regarding the role being split between the two unitary authorities. S. Hutchinson explained that the bid for funding was submitted and accepted on this basis that 14 hours will be allocated to Cumberland and 10 hours to Westmorland and Furness. The recommendation was approved.

## **9. BALANCED SCORECARD REPORTS**

The balanced scorecard report for the period from 1 January 2023 to 31 March 2023 was approved subject to the two red key performance indicators were recorded as amber as they were outside of the control of the CALC team.

It was agreed that the current balanced score cards will be used for the next 2 quarters with some modifications as the Districts are not functioning in the same way.

## **10. FINANCE MATTERS**

The updated budget monitoring statement to 31 March 2023 was noted.

S. Hutchinson explained the over and underspends on the payments and receipts from 01/04/2022 to 31 March 2023 and the contents were noted.

S. Hutchinson explained the difference between the audited accounts and the end of year payments and receipts figures in that the auditors had netted off some salary income and expenditure which were the same amounts. The end of year audited accounts were noted.

The budget forecast for 2023/2024 was approved subject to interest from bank accounts being added to the income forecast.

## **11. TERMS OF REFERENCES**

The proposed terms of reference for the Locality Associations were approved.

## **12. REPORTS FROM DISTRICT ASSOCIATIONS**

The reports from the District Associations were noted.

## **13. PROPOSED AGM DATE – 30<sup>TH</sup> SEPTEMBER 2023**

It was agreed to hold the CALC AGM on the 30<sup>th</sup> September 2023

## **14. NEXT MEETING DATE – CALC JULY 2023**

It was agreed that the next date for the CALC Executive to meet will be confirmed at a later date as the Special General Meeting is taking place in July.

## **15. ITEMS FOR CONSIDERATION AT FUTURE MEETINGS**

- Output from the Special General meeting
- The Strategic Plan
- The Balanced Scorecard

Signed by the Chairperson