

# CUMBRIA ASSOCIATION OF LOCAL COUNCILS

## EXECUTIVE COMMITTEE

### Minutes

Minutes of a meeting of CALC's Executive Committee held on **Saturday 12th October 2019** at 10.00 am at the Community Fire Station, Penrith.

#### **PRESENT:**

Ann Byers  
Sue Castle-Clarke  
Bryan Craig  
Leith Hallatsch  
Roger Hart  
Mike Higginbotham  
Rick Petecki  
David Peters  
Andy Pratt  
Oliver Dorgan  
Jane Tea

In attendance: Samantha Bagshaw, Chief Officer.

#### **APOLOGIES FOR ABSENCE**

1. Apologies for absence were received from Cllrs Mike Cumming, Lesley Johnson and Margaret Throp.

#### **MINUTES**

2. The minutes of the meeting of the Executive Committee held on 15<sup>th</sup> June 2019 were agreed as a true record of the meeting.

#### **MATTERS ARISING**

3. It was noted that the Terms of Reference for the Staffing Committee had not been circulated.
4. **Agreed** that the Chief Officer will circulate the Terms of Reference to the Committee members.

#### **AGM 2019 Report**

5. The Committee considered the report and agreed the following changes:
6. that CALC's portion of the membership subscription should rise by 3%.
7. That changes to the running order of the agenda be made and that the Chairman would ask the meeting if he could chair the meeting until the appointment of the President who will then take over.

8. that changes to the wording of the subscription increase to ensure consistency of terms used in the previous year.
9. That the subscription fee for parish meetings that raise a precept be increased by £1 to £34 per annum.
10. That arrangements for parish meetings that do not raise a precept remain the same as the previous year.
11. Cllr Hallatsch wished to record his approval of the Newbiggin Village Hall used the previous year and suggested that the committee consider the proposal that CALC hosts its AGM in three year cycles with two venues in the east and one in the west as this would improve accessibility to the meetings. The suggestion was noted.

### **CALC STAFF STRUCTURE REVIEW**

12. The Committee received an update from the Chief Officer on actions undertaken so far by the Staffing Sub-Committee:
  - Recruitment of new staff member on 10 hours a week until Christmas.
  - Parish Liaison Officers (PLOs) have completed a record of their hours through September and October.
  - PLO job descriptions: feedback from the PLOs regarding their job descriptions which will be fed back to the Staffing working group.
  - SWOT, PESTLE and competitive environment assessments have been conducted and considered by the working group.
  - In January, a more detailed report will be presented to the Executive Committee.
13. Members raised concerns relating to representation of CALC at various organisations, ie Cumbria flood groups. It was felt that Copeland needs more proactive engagement with member councils. Members wish to see the organisation promoted through training events.

**Agreed:** CALC to produce an introductory leaflet for Members which must be sent to all councillors.

### **LEARNING AND DEVELOPMENT: TRANSPARENCY UPDATE**

14. The Committee received an update on the results of the review of website compliance with the Transparency Code. Members noted the results and enquired what follow up action would take place. The Chief Officer explained that those councils that are not fully compliant with the regulations would receive a follow up email/phone call to let them know where they are not compliant and offering support to meet the requirements.

**Agreed:**

- a) That a yearly records should be kept to allow the committee to monitor improvements in members' compliance with the regulations.
- b) That website compliance should be the subject of district association workshops
- c) That a report be prepared for each district explaining why members must be compliant and add CALC contacts for advice and help
- d) Include in CALC newsletter, with list of documents that must be on the website of parish councils with less than £25,000 turnover.
- e) That LCAS be promoted when discussing transparency compliance with members.
- f) That Parish Liaison Officers be congratulated on carrying out the task.

**CALC PAYMENTS AND RECEIPTS to the end of August 2019**

15. The Committee noted the statement of payments and receipts to the end of August 2019.

**CALC BUDGET PROJECTIONS FOR 2019 - 2022**

16. The Chief Officer explained that these budget projections were based on the increases in staffing costs agreed by the Executive in June but that are now going to be reviewed in January 2020.
17. The Committee noted the budget projections for 2019 – 22.

**REPORTS FROM DISTRICT ASSOCIATIONS**

18. The committee received the reports from the district associations.
19. The Vice Chairman said she would like to see the district associations being more similar. Some chairmen expressed a desire for their district association to be more successful, eg poor attendance, eg in Copeland. Discussion around how to improve attendance.

**CALC REPRESENTATIVES/ CHAIRMAN'S REPORTS**

20. The Committee received the reports which were noted.

**Agreed:**

- a) To add mental health/suicide prevention to newsletter
- b) To ensure that the Parish Liaison Officers share the ideas that come out of each Health and Well-being forum with the district association members.
- c) For Executive Committee members to read the Rural Strategy document produced by Lord Foster as a result of House of Lords Committee on the Rural Economy. Vice Chair to due a summary document.
- d) Read Environment Agency Strategic Plan, £32 billion budget and particularly note the information on sea level rises
- e) Members should look at the Redmond Report calling for evidence relating to changes to audit. NALC has responded but individual councils and councillors can also have their say.

## **CHIEF OFFICER UPDATES**

21. The committee received the Chief Officer updates .
22. The committee considered the request from Penrith Town Council that councillors' addresses be withheld from Registers of Interest.

### **Agreed**

- a. that the matter was already under consideration by the Committee for Standards in Public Life and therefore was not an appropriate matter for this committee to take forward and that a letter be sent to Penrith TC to this effect.
- b. That the Chief Officer write to Chairs and Councillors encouraging them to consider taking up LCAS.
- c. That the Chief Officer engages with members across the county regarding LCAS.

## **DATE OF THE NEXT MEETING**

23. Executive Committee's next meeting will take place at the Community Fire Station, Penrith, starting at 10.00am on Saturday 18<sup>th</sup> January 2020.

## **ANY OTHER BUSINESS**

24. Chairman Rick Petecki was thanked by the Committee for all this work over the past three years chairing the committee.

Signed by the Chairman

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