

**Minutes of the 1st Management Committee meeting
held on Thursday 3 August 2023 at 7.00pm
at Dunholme Old School**

Present:

Gary Ellis (President), Mike Passfield (Treasurer/VC), Reece Harrington, Karri Davey, Chris Callan, Cathie Nicholl, Lynda Phillips, Steve Fletcher

Officer in attendance:

Katrina Evans, Andrew Everard

The President thanked everyone for attending and asked members to introduce themselves.

1. Election of Chair

The president asked for nominations. After some discussion between the four councillor members, MP nominated Reece Harrington as Chair, it was seconded and unanimously RESOLVED

2. Election of Vice Chair

KD nominated Chris Callan to the role of Vice Chair. It was seconded and unanimously RESOLVED.

3. Chair's remarks

Reece thanked everyone for their vote. It was agreed that the newly elected Chair and Vice Chair would work closely together and support each other.

4. To receive apologies for absence

Tony Howard

5. To approve minutes of the last meeting held on 22 September 2023 and 2 February 2023

It was RESOLVED to accept both sets of minutes. The Chair signed both copies.

6. Treasurer's Report

The Treasurer explained for the benefit of the new members that there was a new format to his report, showing the level of assurance for the association. The report was made available for members and MP explained the position, the Association having received 95% of its budgeted income, with further income still due. Q1 closed at outstanding income of £9k and in a good position. KE informed members that due to changes to the constitution, an administration fee would be charged to councils who did not pay by 1 June, which may have resulted in more affiliation fees being received in a timely manner.

It was RESOLVED to accept the report.

7. Training Report

KE had circulated the training report which was the same one produced for Lincolnshire County Council. Andrew Everard gave a verbal overview of the report in regard to some of the feedback,

particularly in relation to the Burials course. SF asked if feedback forms would be given to CILCA candidates after their final session, which KE confirmed.

AE also informed that the Councillor Induction/Refresher sessions had been slightly revamped. There was some discussion around attendance at training and delivery. One of the members also asked if there was a model induction pack/training programme.

It was RESOLVED for KE and AE to look at a model document.

8. LALC Services and Staff Matters

a) KE updated on the position of Website Management Service. MP informed that at the FYE 2022/23 there was a profit of approximately £6k (income – Pete Lanford's salary), although this did not account for the Finance & Admin Officers time. RH queried if there was a contingency plan for when Pete retired or was unavailable. It was confirmed that in the very short term AE would be able to administer the websites in consultation with Ali Holmes from LCC. It was proposed that we approach PL to write a blue print or how to guide for managing a website. KE to liaise.

b) KE updated on the Internal Audit Service and the recent Internal Auditors Forum that was held in July. Most of LALC's internal auditors were in attendance along with Eleanor Greene from the National IAF. Eleanor implied that it is not best practice for the Internal Auditors to be directly employed by LALC as we are the body that gives advice. The committee discussed how we could ensure independence/impartiality if there was a complaint. KE/AE/SF to look at implementing a complaints process. Feedback received so far from councils audited last financial year had been very good and all had agreed engage with LALC for the next FY.

GE suggested LALC could run a training session for internal and external audit process. To consider for a Clerk's forum.

c) An update was given on the recent Summer Conference and Awards Dinner. Most of the feedback was good, with just a few comments about the venue. To consider a different venue and format to include the AGM like previous years, but hold it in the Summer rather than Autumn.

d) KE informed that the membership fees had all been received bar a couple. One council had re-joined who had disaffiliated a couple of years ago. North Thoresby had withdrawn from membership in July and stated they were not happy with the service, but had not expanded on that. The Committee agreed that as per the constitution 14.1 and 14.2, an invoice be sent for the subscription, with the late payment admin fee added on.

9. National and Regional Matters

a) An update had been received from the previous Chair, Tony Howard who attended the National Assembly meeting on behalf of LALC. Report circulated. Tony was not present to add any further comments. KE to inform NALC of new member. Next meeting on 29/11 to be Parliamentary Reception.

b) National issues to be discussed at Parliamentary Reception – remote meetings, members allowance, others to be considered prior to meeting MPs.

c) KE informed the committee of the restructure of the FEMALC meetings. CALC Officers met on a monthly basis, with members and officers meeting twice yearly, one face to face and the other remotely. The first face to face was held in March at Mount Sorrell and the Chair, Vice Chair and Chief Executive all attended. Guest speaker was Alistair Jones who was then invited to attend LALC's Awards Dinner as a guest speaker.

The County Officers away day, was held on 1 & 2 August in Loughborough. Unfortunately, neither the CEO or Deputy CEO were able to attend day 1, but day 2 Andrew was in attendance and Katrina joined remotely for part of the session. A workshop was held with Stephen Griggs who enabled the officers to consider key issues for the future of the sector. Reports were circulated to the committee.

The key issue identified was the lack of information and data on the sector / no evidence base. Andrew reported that without the data it was difficult to influence the debate. Through discussion with Steven Griggs a proposal for FEMALC to develop a close working collaboration with the university sector began to emerge as a potential solution to set up an Observatory on Local Councils. All the FEMALC counties had universities and there was the potential to obtain some unpaid intern / researchers to do the data gathering and then to develop the policy papers which could be launched at a conference within the next year. Grants could be obtained through research evaluation projects, knowledge transfer partnerships and higher education innovation funds thus reducing the actual money needed to be found by the sector itself – the CALC sector would need to be willing to host, support and develop the infrastructure to make this work. Steven Griggs thought he would be able to get buy-in from his fellow academic colleagues across the country to get this underway if FEMALC was keen to progress.

KE to report back to the next FEMALC Officers meeting on 21/8. The Committee agreed in principle.

10. Any policy items raised by LALC members

No policy items raised.

11. Any other urgent business for consideration, by permission of the Chair

KE informed the meeting that she had met with Sam Hardy from LCC who wished to discuss the attendance at LALC training/forums to discuss the forthcoming consultations on devolution.

KE asked members to consider having a stand at the Lincolnshire Show in 2024, to promote both councillor and clerk recruitment. To explore further and contact LCC to see if there was possibility of sharing a stand. All members were in support of attending too.

12. To discuss items for the next agenda

Members to contact KE for agenda items

13. Date and venue of next meeting

It was agreed that full quarterly committee meetings would be held face to face, with the option of Zoom meetings in between to discuss specific items. This could be all or some of the committee members. KE to circulate and set dates.

Meeting closed at 20:25

Signed.....

Date.....