

**Minutes of the 3<sup>rd</sup> Committee meeting  
held on Thursday 19 October 2023 at 6.00pm  
at Dunholme Old School**

**Present:**

Reece Harrington (Chair), Chris Callan (VC), Tony Howard (VP), Cathie Nicholl, Lynda Phillips

**Officer in attendance:**

Katrina Evans, Andrew Everard

**1. Chair's Remarks**

The Chair welcomed all to the meeting and informed members that he had attended the LCYVS Awards ceremony and conference on the previous Sunday. Unfortunately, the Chief Executive was unable to attend due to illness.

**2. To receive apologies for absence**

Apologies were received from Gary Ellis, Mike Passfield and Steve Fletcher. Karri Davey sent apologies during the meeting as she had tried to log on remotely but was unsuccessful.

**3. To approve minutes of the last meeting held on 3.8.23**

It was RESOLVED to accept the minutes of the meeting held on 3.8.23

**4. Treasurer's Report**

The Treasurer was not present at the meeting, but the report had been circulated in advance. LP questioned what LCTP was and KE explained this was no longer used and could be deleted from the accounts. It was reference to the old Lincolnshire County Training Partnership. KE informed that the budget would need to be revisited to reflect the proposed increase to the NALC affiliation fee to 7.94p/elector and consider LALC's increase ahead of issuing the invoices. To consider this at the December meeting. KE to look at the budget with the Treasurer.

It was RESOLVED to accept the report.

**5. Training Report**

a) The report had been circulated prior to the meeting and also sent to LCC. There were a couple of questions raised with regard to feedback and low scores, which were answered and some apparent. No concerns overall. The report was noted.

b) There was a discussion about who could be invited to attend the 'Evening with ...' sessions and agreed to add to the agenda for 15<sup>th</sup> December. Some suggestions were: Local Planning Officer, ICO, Civility & Respect/Code of Conduct (LGA).

**6. LALC Services and Staff Matters**

a) KE updated on the position of the Internal Audit Service. 15 councils had confirmed they would like LALC to conduct their audits for 2023/24 and auditors will be assigned to them next week. The Terms of Reference had been updated and AE and SF were meeting to update the other documents ready for the auditors.

b) KE confirmed that the Belton Woods Hotel, Grantham had been booked for 24 July 2024. This would include the AGM and then will reconsider what time of year the AGM would be held for 2025. To consider a theme/workshops at the December or January meeting.

c) There was a discussion with regard to LALC providing a digital vault service. No decision was made and it was agreed to consider further, such as insurance, GDPR, risk and cost.

d) It was agreed that LALC should purchase either two portable defibrillators or one portable and held at the office premise. To consider any funding available and obtain quotes.

e) KE reported that the Finance Workbook workshops had been successful and after discussion it was agreed that more detail would be needed. There was another software package available called EasyPC from SLCC which was offered at £9/month. KE to discuss further with Tony Shaw.

f) KE informed that the Bentley Hotel had been booked for the Christmas team day and lunch. 10-12 meeting room and there were already items for an agenda, with lunch served at 12.

## **7. National and Regional Matters**

a) The chair informed that there was not much to report from the last National Assembly meeting. KE to circulate minutes when received.

b) National issues to be discussed at Parliamentary Reception on 25.11.23 – remote meetings, even though the motion had been rejected by the House of Lords, it was agreed that it is still essential to keep lobbying; Members carers allowance and any other items that members would like the Chair to raise, please email him.

c) Following on from the County Officers away day, Jake Atkinson CO at LRALC was in contact with Steve Griggs from De Montfort University in regard to the set up of an observatory, using Uni students to gather data. It was also suggested that a feasibility study was carried out first. Tom Clay, CO at ERNLCA also joined the meeting and KE was tasked with contacting Chris Moses to see if ERNLCA could be included in the agreement and split the cost 6 ways instead of 5, which was agreed by Chris. There was also discussion about continuity of HR advice, with Worknest working closely with NALC and providing HR advice also. Officers felt that they were all satisfied with the service Chris provided but would like reassurance of a continuity plan. At the last meeting we all agreed that we would like some up to date information about the Civility & Respect project, so Danny agreed to contact NALC for someone to attend the next COF meeting or the fortnightly NALC/CALC meetings.

## **8. Any policy items raised by LALC members**

a) As KD was not in attendance at the meeting it was agreed to defer the discussion around the Cost of Living Crisis to the next meeting.

b) AE circulated a draft Risk Management Register for LALC. There were some further suggestions and it was agreed to circulate to all members for comment before it was adopted.

## **9. To consider the following action groups:**

a) It was agreed that once Clive Wilson and his colleague had attended a meeting, we could determine the remit of the group and off this out to councils for membership

b) It was agreed that we carefully consider membership of this group, with experienced clerks and councillors and an HR professional, who will consult wider with the membership. A survey would need to be considered to ascertain the exact information we would need from clerks and councillors.

c) An article had been put in a recent e-news calling for young councillors to get in touch. So far we have received one response. To consider this further at the January meeting and continue to source

members of the group. The Chair offered to lead this group with the help of the Vice Chair, both being young councillors.

d) A similar article to be put into the enews to garner interest for a Female Councillors networking group. Both this group and the young councillors group to feed into NALC's network groups.

**10. Any other urgent business for consideration, by permission of the Chair**  
No other business to discuss

**11. To discuss items for the next agenda**  
Members to contact KE for agenda items – some items deferred to the Christmas meeting and the January meeting

**12. Date and venue of next meeting**  
The meeting dates for the next two full management meetings had been set for:  
Thursday 18<sup>th</sup> January 2024 and Thursday 18<sup>th</sup> April 2024.  
Any meetings in between would be decided at the respective meetings or via email.

Meeting closed at 20:55

Signed.....

Date.....