

**Minutes of the Management Committee meeting  
held on 18<sup>th</sup> April 2024 at 6.00pm  
at Dunholme Old School**

**Present:**

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

**Officer in attendance:**

Andrew Everard, Katrina Evans

**1. Chair's Remarks**

The Chair welcomed all to the meeting.

**2. To receive apologies for absence**

Apologies were received from Gary Ellis, Steve Fletcher, Karri Davey, Mike Passfield (unable to join)

**3. To approve minutes of the last meeting held on 18.1.24**

It was RESOLVED to accept the minutes of the meeting held on 18.1.24

**4. Treasurer's Report**

The Treasurer was not present at the meeting, but the report had been circulated in advance.

It was noted that a positive outcome was anticipated by financial year end of approx. £7k.

KE explained reasons for overspend in a couple of areas, eg training. This was due to an incorrect figure being entered in the budget. A date was being arranged for the end of year audit.

It was RESOLVED to accept the report.

**5. Training Report**

a) The report for January - March quarter had been circulated prior to the meeting and also sent to LCC. No concerns overall. The report was noted.

b) An evening with 'Paul Dury' had to be cancelled due to low numbers. A second one had been arranged in Skegness with Supt Patrick Coates on 22 May. There was a suggestion to see if this could be a hybrid meeting – to contact Skegness to see if venue could accommodate this.

**6. LALC Services and Staff Matters**

a) Job evaluations had been received from Chris Moses and staff were assessing their level. KE had already done Elaine Atkin's appraisal and assessed the job evaluation. Need to arrange Andrew Everard's and Lindsey Westman's. KE also arranged for her own to be conducted by the Chair. Once all evaluations were assessed, they would be sent back to Chris Moses for a final evaluation and then presented to Management Committee.

b) After having received several emails from Pete Langford requesting a change to the WMS fees, KE proposed that the service became a rolling programme. Therefore, any council purchasing hours would not need to consider how many they had left at the end of the FY, allowing them to continue to use them until then ran out and then purchase more at that point. The basic service of £50 would be removed with the minimum hours purchased being 3. The committee agreed, although they stipulated that the maximum number of hours purchased would be capped at 5 which would reduce the amount of councils that had hours left at the end of any full year, therefore meaning that most councils would be purchasing either 3 or 5 hours in one FY. A plan B was also discussed, should Pete Langford decide to tender his resignation. AE to speak to Ali Holmes and explain that the service is provided by LALC and that Pete Langford is an employee of the Association.

c) AE had prepared a paper setting out the advantages and disadvantages of the internal auditors being on a zero hour contract v self employed. This was due to Eleanor Greene of the IA Forum being present at recent meetings and discouraging CALCs to employ IAs as there was a conflict of interest. After much discussion, it was decided that LALC would continue as they were and suggested that the SLA was strengthened to allow for any conflict.

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

a) Minutes of last National Assembly were available. The Chair explained at the last meeting he attended that the proceeds from the sale of 109 would be invested in 109 Ltd.

b) Items to be considered for the next meeting.

c) KE fed back on the last few meetings. Informed the Chair that the next FEMALC Officer and Members meeting was to be held on Thursday 23 May.

Matters discussed over the last few months were: new model contract of employment, church grants, Biodiversity Duty, internal audit and status of auditors, continuity of SLA with Wellers Hedleys (meeting to be arranged), WCAG 2.2. Website accessibility, FEMALC away day and programme. The Thriving Together summit was also discussed, together with other County Officers at the COF meeting – this was taken to NALC, but very little enthusiasm for 2024.

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

a) Risk Register was circulated and adopted by the committee.

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

a) Climate change – in conjunction with Clive Wilson and University of Lincoln – KE to make contact with Clive Wilson

b) Recruitment & Pay – KE/AE to draft terms of reference to be agreed at the next meeting to include representatives of clerks, councillors and LALC management committee. KE had spoken to Nigel Eaton, previous member of committee who was interested.

c) Young councillors – TH had attempted to source the information via the Labour party local secretary. The next meeting of the National Young Councillors network to be held on 4/6. CC or RH to aim to attend.

## **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**

Governance Reviews - to consider a policy (AE/KE to present)

Bi-Annual Awards – look to refresh the awards ceremony

**12. Date and venue of next meeting**

Future meetings agreed to be on 18.7.24, 17.10.24, 16.1.25.

Meeting closed at 21:03

Signed.....

Date.....