

2021 NALC ANNUAL GENERAL MEETING | AGENDA

26 OCTOBER 2021 at 11.00-13.00

Via zoom

1. Election of Chairman of AGM

- 1.1. In the absence of a president of the association it is therefore proposed that national chairman, Cllr Sue Baxter, chairs the meeting subject to agreement by the AGM.

2. Guest Speaker

- 2.1. Professor Chris Rapley, Professor of Climate Science, University College London (followed by Q&A).

3. Minutes of 2020 Annual General Meeting – 27 October 2020

- 3.1. To approve the minutes of the meeting of the NALC Annual General Meeting held on 27 October 2020 and to note any matters arising not covered elsewhere on the agenda. Appendix 3.1

4. Annual report (and strategic plan) and annual accounts

- 4.1. To receive and approve the annual report for 2020/2021. Appendix 4.1
- 4.2. To receive and approve the audited annual accounts for 2020/2021.
- 4.3. NALC chief executive will provide a review of the year

5. Subscriptions to the National association

- 5.1. To consider a recommendation by national assembly to increase the affiliation fee as follows:

To consider and recommend the following increase in affiliation fees for 2022/23, as per budget plans, of 7.49p per elector capped at £1920 for the largest councils. This is subject to the agreement of National Assembly on 16 September 2021.

- 5.2. To receive the draft three year budget to 2025. Appendix 5.2

6. Motions to AGM

6.1. To consider motions received as set out in the attached.

Appendix
6.1

7. Appointments

7.1. Election of President.

It is proposed that Baroness Scott of Needham Market be elected as president of the Association. Further details on Baroness Scott can be found - <https://members.parliament.uk/member/2542/career>

7.2. Election of Vice Presidents.

Subject to the successful adoption of motion 6.1.3, it is proposed that NALC appoints the following Vice Presidents of the Association

1. Working Vice Presidents

- Cllr Sue Baxter
- Another to be delegated to National Assembly

2. Parliamentary Vice Presidents

- Baroness Bennett of Manor Castle -
<https://members.parliament.uk/member/4719/career>
- Lord Lytton - <https://members.parliament.uk/member/1864/career>
- Lord O'Shaughnessy -
<https://members.parliament.uk/member/4545/career>
- Andrew Gwynne MP
- <https://members.parliament.uk/member/1506/career>

7.3. Appointment of Auditor of the Association.

The AGM is invited to confirm the appointment of Milton Avis as the Association's auditors for a further year to 2022.

8. Date and time of next meeting

8.1. Date and location to be confirmed.

2020 ANNUAL GENERAL MEETING | DRAFT MINUTES

At the 2020 Annual General Meeting held via Zoom.

Present:

Chairman; Cllr Sue Baxter, Worcestershire ALC

Vice chairman of assembly (Finance); Cllr Keith Stevens, East Sussex ALC

Vice chairman of assembly; (Member services) Cllr Mike Drew, Avon ALC

National Assembly	
Cllr Brian Kerr OBE	Vice president
Cllr Michael Chater OBE	Vice president
Ms Kathy Thomas	Avon Association of Local Councils
Ms Deborah White	Avon Association of Local Councils
Cllr Elizabeth Luder	Bedfordshire Association of Town and Parish Councils
Ms Louise Ashmore	Bedfordshire Association of Town and Parish Councils
Cllr Ann Lovesey	Bedfordshire Association of Town and Parish Councils
Cllr Paul Harvey	Buckinghamshire and Milton Keynes Association of Local Councils
Ms Carole Burslem	Buckinghamshire and Milton Keynes Association of Local Councils
Cllr Paul Nicholls	Buckinghamshire and Milton Keynes Association of Local Councils
Cllr Mike Tew	Cambridgeshire Association of Local Councils
Ms Penny Bryant	Cambridgeshire Association of Local Councils
Cllr Henry Clark	Cambridgeshire Association of Local Councils
Cllr Lillian Burns	Cheshire Association of Local Councils
Cllr Brian Kerr	Cheshire Association of Local Councils

Cllr Phillip Jackson	Cheshire Association of Local Councils
Cllr Graham Ford	Cornwall Association of Local Councils
Cllr John Plant	Derbyshire Association of Local Councils
Mrs Wendy Amis	Derbyshire Association of Local Councils
Ms Sue Bean	Derbyshire Association of Local Councils
Cllr Ken Browse	Devon Association of Local Councils
Cllr David Chalmers	Devon Association of Local Councils
Ms Cara Stobart	Devon Association of Local Councils
Cllr Lindsey Dedden	Dorset Association of Parish and Town Councils
Cllr Terry Batson	Durham Association of Local Councils
Cllr Ruth O'Keeffe	East Sussex Association of Local Councils
Cllr Keith Portess	East Riding & North Lincolnshire Local Councils Association
Cllr Peter Davey	Essex Association of Local Councils
Ms Charlene Slade	Essex Association of Local Councils
Cllr John Gili-Ross	Essex Association of Local Councils
Cllr Loraine Rappé	Hampshire Association of Local Councils
Cllr Mike Evans	Hampshire Association of Local Councils
Cllr Will Jackson	Herefordshire Association of Local Councils
Ms Carina Helmn	Hertfordshire Association of Local Councils
Cllr Bob Blezzard	Isle of Wight Association of Local Councils
Cllr Richard Parry	Kent Association of Local Councils
Cllr Sarah Barker	Kent Association of Local Councils
Cllr John Wilson	Kent Association of Local Councils
Cllr Colin Peacock	Lancashire Association of Local Councils
Cllr Alan Neal	Lancashire Association of Local Councils
Cllr Phillip Orme	Lancashire Association of Local Councils

Cllr Gary Ellis	Lincolnshire Association of Local Councils
Cllr Tony Howard	Lincolnshire Association of Local Councils
Ms Katrina Evans	Lincolnshire Association of Local Councils
Cllr Phil Harris	Norfolk Association of Local Councils
Mr Russell Reeve	Norfolk Association of Local Councils
Cllr Jonn Pennell	Norfolk Association of Local Councils
Cllr Avis Thomas	North Yorkshire Association of Local Councils
Cllr Sue Bradnam	North Yorkshire Association of Local Councils
Cllr Christine Mollard	North Yorkshire Association of Local Councils
Cllr Mike Scott	Northamptonshire Association of Local Councils
Mr Danny Moody	Northamptonshire Association of Local Councils
Mrs Lynne Taylor	Northamptonshire Association of Local Councils
Mr Stephen Rickitt	Northumberland Association of Local Councils
Cllr Joan Moorhouse	Nottinghamshire Association of Local Councils
Cllr Ian Charlton	Oxfordshire Association Local Councils
Cllr Kiera Bentley	Oxfordshire Association Local Councils
Cllr David Beechey	Shropshire Association of Local Councils
Cllr Ray Wickson	Shropshire Association of Local Councils
Cllr William Sargeant	Suffolk Association of Local Councils
Cllr Mark Valadares	Suffolk Association of Local Councils
Ms Sally Longmate	Suffolk Association of Local Councils
Cllr Steve Cosser	Surrey Association of Local Councils
Cllr Mike Goodman	Surrey Association of Local Councils
Mr Andrew McRae	Staffordshire Association of Local Councils
Cllr Loretta Whetlor	Somerset Association Local Councils
Cllr Dave Mitton	Somerset Association Local Councils

Mr Justin Robinson	Somerset Association Local Councils
Cllr Rosie Weaver BEM	Warwickshire and West Midlands Association of Local Councils
Cllr Peter Allison	West Yorkshire Association of Local Councils
Cllr David Mullen	West Yorkshire Association of Local Councils
Dr M Czwarno	West Yorkshire Association of Local Councils
Cllr Terry Oliver	West Sussex Association of Local Councils
Cllr John Scragg	Wiltshire Association of Local Councils
Cllr Derek Killingworth (for part)	Worcestershire Association of Local Councils

In attendance

Jonathan Owen, chief executive
Steve Walker, head of finance and
administration
Charlotte Eisenhart, head of member
services
Justin Griggs, Head of policy and
communications

Farhana Miah, executive officer
Claire FitzGerald, administration
manager
Claire Goldfinch, project officer
Rajiv Dudakia, digital communications
officer
Olivia Kane, receptionist/administrator

Observers

Christine Lalley, Oxfordshire ALC
Josephine Parish,

1. Election of chairman of AGM

Resolved: That Cllr Sue Baxter be elected chairman of AGM.

2. Chairman's welcome

The chairman welcomed all representatives to the meeting.

3. Apologies received:

Cllr Malcolm Leeding, Oxfordshire Association of Local Councils.

4. Presentation by Luke Hall MP, Minister of State for Regional Growth and Local Government

The chairman welcomed Luke Hall MP, Minister of State for Regional Growth and Local government. He thanked colleagues for working hard especially in these challenging times, the work of local councils had been commendable and they had stepped up to deliver services to their communities over the course of 2020. He additionally gave special thanks to Cllr Baxter for national leadership of the association and providing key information about the sector to Ministers and MPs.

This segment of the meeting was livestreamed on NALC's social media platforms, to see the full his full speech click [here](#) and along with the questions colleagues had asked in the meeting.

5. Minutes of the 2019 Annual General Meeting – 28 October 2019

The chairman presented the minutes of the AGM held on 28 October 2019 and sought approval from the AGM.

The chief executive announced results on NALC's policy committee and Cllr Tony Hirons with 11 votes from Leicestershire and Rutland was selected onto the committee.

Resolved (1): That the minutes of the 2019 AGM held on 28 October 2019 be approved.

Resolved (2): That Cllr Tony Hirons be elected to the Policy committee.

6. Annual report and annual accounts:

a. Annual report

The chairman presented the annual report to the AGM and gave special thanks to councillors and county associations for working so hard in this challenging year.

The chairman provided an update on the NALC's work and highlighted key achievements:

- HRH Princess Anne attending NALC Annual conference in 2019
- Engaging with and lobbying with parliamentarians had been a vital part of NALC's work
- Lobby Day success – Engaging with over 100 MPs and she encouraged county associations to continue to build links with MPs.
- Work on health and wellbeing and climate change – resources being published to help councils raise the profile of their growing contributions and sharing good practice.
- Thanked NALC's Partners BHIB Councils, Blachere and CCLA for their continued support.

Member services:

Cllr Drew provided an update on member services and gave thanks to NALC staff for adapting so well to remote working.

He provided an update on the recent work of member services including:

- Working with HR services and developing a range of HR templates and 'How to' guides which are available to member councils.
- HR services provided briefings and webinars to help county associations to enable them to be updated with implications of covid-19 for employers.
- A dedicated Covid-19 webpage was set up in March 2020 achieving over 150000 hits. This page has provided advice ranging from remote meetings, risk assessments templates and HR employment matters. It was regularly updated to reflect change and guidance from government and other partners/stakeholders.
- The NALC legal team had seen a large number of queries alongside the unprecedented changes in legislation and regulations this year. They have handled the queries with a quick turnaround and provided legal briefings on major changes to legislation within 24-48 hours of being published.

- Local Council Award Scheme – Launched and successfully completed pilot of national assessment panel, undertaken review of the award scheme and 200 responses was received. The team will provide an update on the criteria in 2021.
- County Associations – Weekly zoom meeting have enabled better working relationships with the associations and continued to provide advice and guidance to members.

The chairman thanked Cllr Drew for his work and support to the member services team.

Resolved (1) That the annual report for 2019/20 be received and approved.

b. Annual accounts

Cllr Stevens presented the annual accounts to the AGM and an indicative budget for the next three years.

He referred to the exceptional circumstances this year due to the pandemic which had made forward planning difficult, therefore this year's outturn and future budgets would be subject to on-going review. He thanked county associations for sending their affiliation fees promptly as this helped the association's cash position.

There were also discussions to be had about the future of NALC's building in 109 Great Russell Street. Modernising NALC's systems and processes was important and investment in web and IT to support new remote working arrangements had been allocated resource in the budget plans to facilitate this.

Despite these uncertainties he considered that the proposed increase in affiliation fees for next year continued to be sensible to support this work and help restore NALC's reserves to a level recommended by auditors.

He thanked Cllr Peter Davey for his work on the finance and scrutiny committee.

Cllr Peter Davey, chair of finance and scrutiny, raised the following additional points:

- Milton Avis had provided an additional detailed scrutiny report which indicated that processes were sound.
- Timing of meetings had been changed to enable timely consideration of latest financial position due to the uncertainty caused by the pandemic.

- Future of 109 – Milton Avis have confirmed they are happy with the current valuation of 109.
- He further acknowledged the work of the committee and especially Steve Walker, head of finance and administration.

Resolved: That the audited annual accounts for 2019/20 be received.

7. Subscriptions to the National Association

AGM considered the recommendation by National Assembly on 14 July 2020 to increase the affiliation fee for 2021/22 to 7.42 pence per elector with a cap of £1,900 for larger councils.

After a vote, 74 voting in favour and 4 abstentions, it was resolved that the affiliation fee for 2021/22 be increased to 7.42 pence per elector with a cap of £1900 for larger councils.

Resolved: that the affiliation fee for 2021/22 be increased by 1.9% to 7.42 pence per elector with a cap of £1,900 for larger councils.

8. Planning matters

The chairman asked the AGM to note the following statement:

“NALC’s AGM on behalf of 10000 local councils in England urges the government to ensure any changes to the planning regime enshrine a continued strong role for our sector, the closest level of democratic input to planning the future development of communities and places”

The chairman introduced the statement on the Planning White paper which was put forward by the policy committee to enable the AGM to set a clear overview that the sector must have a key role in local planning matters. This would be publicised in responding to the government’s current consultations which close on 29 November.

There were concerns raised that the statement was not strong enough to raise profile in government and could address key issues such as neighbourhood planning and housing more forcefully. The chairman stressed that this was a general statement about how important our sector is and a full detailed response agreed by policy committee would be submitted too.

Resolved: After a vote the statement was carried with a clear majority with three abstentions.

9. Appointments

9.1. Election of President

The chairman provided an update and stated that discussions were taking place to identify a suitable candidate for president, following the resignation of Baroness Jane Scott following her appointment to a government position.

Cllr Valladares queried if there is a criteria in place to appoint a president to which the chairman responded stating there was further work required on detailed criteria but the candidate must have:

- Influence in parliament to lobby on our behalf,
- Commitment to the sector.

9.2. Election of Vice Presidents

It is proposed to continue with the current vice president until next year's elections.

Resolved: That Lord Lytton, Brian Kerr OBE and Michael Chater OBE remain in office until 2021.

9.3. Appointment of Auditor

AGM was invited to agree to extend Milton Avis' contract for 2021.

Resolved: After a vote, 78 voted in favour with two abstentions, AGM agreed to extend Milton Avis contract for 2021.

10. Next Meeting

Resolved: That the date and location of the next Annual General Meeting will be confirmed shortly.

Councillor Sue Baxter
Chairman

Appendix 5.2 NALC Budget 2022 to 2025

NALC

£ 1,920 £ 1,978 £ 2,037 cap

7.49 7.72 7.95 pence

1.00% 3.00% 3.00%

	12 Months 2020/21	Budget Revised 2021/22	Budget 2022/23	Indicative Budget 2023/24	Indicative Budget 2024/25
INCOME	£	£	£	£	£
Affiliations	1,092,938	1,132,700	1,154,027	1,188,648	1,224,307
Publications & Events	39,833	22,500	35,000	35,000	35,000
Commissions & Other Income	97,752	77,000	77,000	77,000	72,000
Development & Project Income	28,216	30,000	30,000	30,000	30,001
	1,258,739	1,262,200	1,296,027	1,330,648	1,361,308
EXPENSES					
Accommodation, Insurance, Repairs & maintenance, includes Website development	133,719	145,500	155,500	163,500	163,500
Net staffing after recharges incl agency, consultancy, planning support	907,262	942,760	949,162	945,411	963,517
Democracy	3,953	24,500	24,500	48,000	48,000
Promotions	6,765	20,000	20,000	20,000	20,000
Operating expenses & sundries	104,561	127,250	127,500	132,500	132,500
Reserve tfs	85,000		25,000		
Total Expenditure	1,241,260	1,260,010	1,301,662	1,309,411	1,327,517
Surplus/deficit	17,479	2,190	(5,635)	21,236	33,792

APPENDIX 5.1 | NALC ANNUAL GENERAL MEETING 2021

MOTIONS TO AGM

1. Payment schedule of affiliation fee payments to NALC

Finance and Scrutiny Committee recommends a change in clause C of the Subscriptions section constitution on page 5 from the following to the AGM in order to improve the Association's cash flow at the start of the year. Effectively the first payment to be made on or before 31 May in place of 30 June

Change

All County Association subscriptions to the National Association to be made in two instalments. The first payment on or before 30 June calculated at 80% of the total using the previous year's membership figure as a base with a balancing sum paid on or before the last day of September using figures supplied to the National Association by 31 August at the latest for the current year. The failure of a County Association to pay by these dates may make the County Association no longer able to access services, provided on behalf of its member councils. Withdrawal of NALC services to a County Association in these circumstances will be subject to a decision of Assembly.

To

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2. Use of the term chair

It is proposed that the term chairman in the NALC constitution is replaced with the gender neutral term chair.

3. Appointment of vice-presidents

It is proposed that AGM approves the appointment of an unspecified number of parliamentary vice-presidents to enhance the Association's influence. "That the constitution be altered with the addition of a new little c under honorary officers, p10 – "That in addition NALC appoints parliamentary vice-presidents to further the sector's influence in Parliament"