

## **ANNUAL GENERAL MEETING 2022 | DRAFT MINUTES**

### **Present:**

Chair; Cllr Keith Stevens, East Sussex Association of Local Councils  
Vice chair (finance) Cllr Peter Davey, Essex Association of Local Councils  
Vice chair (member services) Cllr Mike Drew, Avon Association of Local Councils

Cllr Paul Mackin Bedfordshire Association of Town and Parish Councils, Cllr Alastair Grant Bedfordshire Association of Town and Parish Councils, Cllr Peter Blaine Bedfordshire Association of Town and Parish Councils, Penny Bryant Cambridgeshire Association of Local Councils, Cllr Lillian Burns Cheshire Association of Local Councils, Jackie Weaver Cheshire Association of Local Councils, Cllr Margaret Whitehead Cleveland Local Councils Association, Anne Clayton, Cllr Allan Blakemore County Durham Association of Local Councils, David Bell County Durham Association of Local Councils, Cllr Graham Ford Cornwall Association of Local Councils, Wendy Amis Derbyshire Association of Local Councils, Cllr John Plant Derbyshire Association of Local Councils, Cllr William Armitage Derbyshire Association of Local Councils, Neil Wedge Dorset Association of Local Councils, Jill Crouch Dorset Association of Local Councils, Janet Wallace Dorset Association of Local Councils, Cllr John Barnes East Sussex Associations of Local Councils, Cllr Brian Brooks ERNLCA, Cllr Peter Astell ERNLCA, Cllr Keith Portress ERNLCA, Cllr Steve Ponting Gloucestershire Association of Local Councils, Cllr Richard Page Gloucestershire Association of Local Councils, Alison Robinson Page Gloucestershire Association of Local Councils, Cllr Loraine Rappe Hampshire Association of Local Councils, Clive Ward Page Hampshire Association of Local Councils, Cllr Rob McCarthy Hertfordshire Association of Local Councils, Cllr Bob Blezzard Page Isle of Wight Association of Local Councils, Cllr Anne Bamford Isle of Wight Association of Local Councils, Cllr John Graney Isle of Wight Association of Local Councils, Cllr Sarah Barker Kent Association of Local Councils, Cllr Richard Parry Kent Association of Local Councils, Cllr Phil Orme Lancashire Association of Local Councils, Cllr Colin Peacock Lancashire Association of Local Councils, Cllr Tony Hirons Leicestershire Association of Local Councils, Cllr Ron Simpson Leicestershire Association of Local Councils, Cllr Tony Howard Lincolnshire Association of Local Councils, Cllr Gary Ellis Lincolnshire Association of Local Councils, Katrina Evans Lincolnshire Association of Local Councils, Sarah Bristow Norfolk Association of Local Councils, Cllr Sue Lintern Norfolk Association of Local Councils, Cllr Adrienne Quinlan Norfolk Association of Local Councils Cllr Heather Phillips North Yorkshire Association of Local Councils, Stuart Bradnam North Yorkshire Association of

Local Councils, Graeme Popai Northumberland Association of Local Councils, Cllr Mike Scott Northamptonshire Association of Local Councils, Lynn Lavender Northamptonshire Association of Local Councils, Danny Moody Northamptonshire Association of Local Councils, Cllr Mick Baker Nottinghamshire Association of Local Councils, Cllr Marion Fox Goddard Nottinghamshire Association of Local Councils, Kiera Bentley Oxfordshire Association of Local Councils, Cllr Katharine Keats-Rohan Oxfordshire Association of Local Councils, Cllr Malcolm Leeding MBE Oxfordshire Association of Local Councils, Cllr David Beechey Shropshire Association of Local Councils, Cllr Ray Wickson Shropshire Association of Local Councils, Duncan Fletcher Shropshire Association of Local Councils, Cllr Dave Mitton Somerset Association of Local Councils, Cllr Loretta Whetlor Somerset Association of Local Councils, Cllr Jenny Lawrence Somerset Association of Local Councils, Cllr Duncan Wright South Yorkshire Association of Local Councils, Francis Jackson South Yorkshire Association of Local Councils,, Cllr Pat Ansell Staffordshire Association of Local Councils, Lisa Horritt Staffordshire Association of Local Councils, Sally Longmate Suffolk Association of Local Councils, Cllr Mark Valladares Suffolk Association of Local Councils, Cllr Peter Allison West Yorkshire Association of Local Councils, Cllr David Mullen West Yorkshire Association of Local Councils, Cllr Michael Czwarno West Yorkshire Association of Local Councils, Cllr Bakul Kumar Worcestershire Association of Local Councils and Cllr Liz Luder Bedfordshire Association of Local Councils.

**Observers:**

Sharon Swain East Ayton Parish Council, Trevor Leggo East Sussex Association of Local Councils, Tom Clay ERNLCA, Georgina Bassett Essex Association of Local Councils, Dawn Laird Gloucestershire Association of Local Councils, Sarah Young Denmead Parish Council, Amanda Saunders Selling Parish Council, Eleanor Greene, Susan Ball, Simon Randall, Christine Lalley Oxfordshire Association of Local Councils, Dianne Dorrell Shropshire Association of Local Councils, Justin Robinson Somerset Association of Local Councils

**NALC staff:**

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  
Olivia Kane, receptionist/administrator  
Greg Henry, finance and admin officer  
Beverley Brown, finance and admin officer

## **1. Election of chair of AGM**

**Resolved:** That Cllr Keith Stevens be elected chair of AGM.

## **2. Chairs welcome**

The chair welcomed all representatives to the meeting.

## **3. Apologies received:**

Cllr David Francis and Cllr Sue Baxter.

## **4. Minutes of the 2021 Annual General Meeting – 26 October 2021**

The chair presented the minutes of the AGM held on 26 October 2021 and sought approval from the AGM. Cllr Blezzard raised a point of order on appendix 6.2. He raised concerns that the paper was circulated five days before the AGM, which didn't give CALCs enough notice to put recommendations forward which therefore does not follow the constitution. After consideration it was agreed that this item would not be considered by AGM.

**Resolved:** That the minutes of the 2021 AGM held on 26 October 2021 be approved.

## **5. Annual report and annual accounts:**

### **a. Annual Report**

The chair 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 chair provided an update on the NALC's work and highlighted key priorities and achievement:

- Ensure local and parish councils are rightly recognised and respected as first tier of government
- Working to have a strong voice in parliament, to the government and the political parties. Key issues which have been pressed government on include, flexibility on holding remote meetings, for levelling up to recognise the section and sanctions on poor behaviour.
- Met with ministers and shadow ministers including former levelling up minister Kemi Badenoch MP and other parliamentarians including the Speaker of the House of Commons.
- Grateful for president, Baroness Scott of Needham Market for her support.

- Working closely on the role of councils to the media outlets, and NALC have worked hard on this in the past few months.
- Star Councils awards which had recognised contributions councils make
- Important Role the sector had played on Operation London Bridge

The chief executive welcomed AGM members to the meeting and gave special thanks to the chair and previous chairs for their work and brilliant championing of the sector. He highlighted key priorities and achievements in the year so far:

- He firstly thanked National Assembly members and NALC committee members who serve in the committees. He noted they had been extremely busy with remote and information meetings which enabled them to meet more frequently and effectively respond to issues from Ukraine as well as responding to consultations to the government.
- He provided an update on the National Networks bringing together councillors and across the county to discuss various different matters e.g. climate emergencies, coastal communities etc.
- In addition to this he spoke about virtual events and will be continuing this.
- County associations continuing to meet fortnightly to get a better understanding of issues that councils have been facing and how NALC can help effectively.
- He chief executive extended his thanks to NALC's partners and sponsors and thanked staff at NALC for all their hard work.

There were discussions around neighbourhood planning. The chair stated the need for neighbourhood plannings have been pushed by district councils and that supporting it would be beneficial. He advised that councils need to push the message forward. The chief executive added that proposals were being drawn out as part of the levelling up and regeneration bill.

Cllr Barker asked where she could find a schedule of the meetings the chair attends, to which the chief executive advised that NALC publish a weekly bulletin which covers meetings attended by the chair and officers.

The AGM received the audited financial statements for the year to 31 March 2022, from NALC vice chair (finance) Cllr Peter Davey. These have had a clean audit report and resulted in sufficient surplus to replenish the development reserves created last year for IT, Website and Civility projects.

It was also pleasing to note that the balance sheet was strengthened by returning the valuation of the premises at 109 Great Russell Street to previous levels, reversing last year's reduction.

**Resolved (1)** That the Annual Report and Annual Accounts for 2021/22 be received and approved.

**Resolved (2):** That the audited Annual Accounts for 2021/22 be received.

## **6. Subscriptions to the National Association**

AGM considered the recommendation by National Assembly on 4 October 2022 to increase the affiliation fee for 2023/24 to 7.71 pence per elector with a cap of £1,978 for larger councils.

There was a discussion around the benefit of NALC services and AGM supports the 3% increase.

Sarah (county officer from Cornwall) asked whether NALC could produce a report and having resources explaining benefits of NALC to smaller councils to which the vice chair (finance) said this would be taken on board and chief executive will revert.

After a vote, 69 voting in favour, three against and one abstention, it was resolved that the affiliation fee for 2023/24 be increased to 7.71 pence per elector with a cap of £1978 for larger councils.

Cllr Davey acknowledged Steve Walkers and Cllr Ford hard work and thanked them for their support in the past year.

**Resolved (1):** The AGM approved the motion recommending the affiliation fees for next year 2023/24 at 7.71 pence per elector which is effectively a 3% increase being capped at £1,978 for the largest councils.

**Resolved (2):** To receive and note the draft the three-year budget to 2025.

## **7. Northamptonshire CALC Motion**

The chair asked the AGM to note the following motion received from Northamptonshire ALC.

- 1) That NALC recognises that the workforce challenge is one of the biggest challenges of our time and that there is an issue with recruitment, retention, and capacity in local councils, and
- 2) That NALC engages a consultant to benchmark clerks' terms and conditions.

Danny Moody introduced the motion to the AGM. He spoke about the importance of supporting officers, councillors, and clerks in the sector. The first part of the motion recognises there is a growing issue with officer recruitment, officer

retention. Second part of the motion was asking the association to address the issue and NALC to deal with this in an effectively manner.

There was overall support for the motion, however it was advised not to get a consultant and potentially work with LGA to achieve this.

There were some questions raised surrounding the practicalities on how this would be carried forward and what will councils be bench marking against?

The chief executive explained that NALC currently are working with SLCC on workforce strategies/national employment issues and benchmarking will help with this work.

**Resolved (1):** After a vote the motion (A) was carried with 69 voting for, six voted against and no abstentions.

**Resolved (2):** After a vote the motion (B) was carried with 47 voting for, 25 voting against and four abstentions.

## **7.2. Electoral arrangements**

Include the following new clauses under this section:

1. Elections for the chair, vice-chairs, committees, and subcommittees shall be conducted using an online platform provided by Electoral Reform Services or a similar organisation.
2. B) Elections for single posts shall be conducted using the alternative vote system.
3. C) Elections where there are multiple seats to fill shall be conducted using the single transferrable vote system.

Cllr Drew spoke to the motion and explained the difference between alternative vote and single transferable vote.

Alternative vote: voting for one person per for the position and remove the people with least number of votes.

Single transferable vote: Electing multiple number of people to the committee, once members have reached the quota for the votes, their excess votes will be redistributed to second candidate to be elected on the committee.

He explained the importance of using an online platform to conduct elections. That they run more smoothly and work more effectively in ensuring all the votes are counted. He asked the AGM to support these changes.

**Resolved:** After a vote, the motion was not carried and was decided that this would need to go back to National Assembly.

## **8. Appointments**

### **8.1. Election of President**

That the current presidents to continue in post till 2023.

**Resolved:** That Baroness Scott of Needham Market remain in office until 2023.

### **8.2. Election of Vice Presidents**

That the current presidents to continue in post till 2023.

**Resolved:** That Baroness Bennett of Manor Castle, Andrew Gwynne MP, The Earl of Lytton Lord O'Shaughnessy and Cllr Sue Baxter remain in office until 2023.

### **8.3. Appointment of Auditor**

AGM was invited to agree to Milton Avis' contract for 2022/23 -2024/5.

**Resolved:** After a vote, 72 voted in favour with no abstentions. AGM agreed to Milton Avis as the association's external auditors for 2022/23 -2024/5.

## **9. Next Meeting**

After a straw poll, 27 voted for face to face, 46 voted virtual and one abstention.

**Resolved:** The next meeting of AGM will take place on 24 October 2023, location to be confirmed.

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Councillor Keith Stevens, chair.