

## Cambridgeshire and Peterborough Association of Local Councils

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Dear Council Chairman

### **CAPALC Annual General Meeting 2016**

You or a designated voting member of your council is cordially invited to attend the 2016 Annual General Meeting of the Cambridgeshire and Peterborough Association of Local Councils (CAPALC).

The meeting will be held at the Histon & Impington Recreation Ground Pavilion, New Road, Impington Cambridge CB24 9LU on Thursday, 15th December 2016 with registration from 6.30pm for a 7.00pm start.

Our guest speaker will be Jonathan Owen, Chief Executive of the National Association of Local Councils (NALC), the national voice for parish and town councils, and he will be delivering an update on developments at NALC and the view of Government on the challenges ahead for local councils.

Other matters on the agenda for the meeting include:

- the CAPALC Board Report & Annual Review for year ending 31st March 2015,
- resolutions received from member councils and the CAPALC Board including changes to the current Service Level Agreement with members
- the Annual Accounts for the year ended March 31st 2016
- Affiliation Fees for the financial year 2017/18
- a Budget for the financial year 2017/18
- nominations and election of councillors from member councils to vacant seats on the CAPALC Board

The evening is an excellent networking opportunity and we do hope you or a member of your council will be able to attend.

In the event that attendance by your council is not practical we would appreciate being in receipt of your apologies by 8<sup>th</sup> December 2106 so that these may be communicated to the meeting.

Yours sincerely,

Henry Clark  
Chairman, CAPALC

## ANNUAL GENERAL MEETING

CAMBRIDGESHIRE AND PETERBOROUGH ASSOCIATION OF LOCAL COUNCILS

Histon & Impington Recreation Ground Pavilion  
New Road, Impington Cambridge CB24 9LU

Thursday, 15<sup>th</sup> December 2016

### AGENDA

6.30pm – Registration & refreshments

7.00pm – Meeting commences

Welcome and Introduction - *Henry Clark, CAPALC Chairman*

1. To receive apologies from member councils not attending

2. Minutes of the last Annual General Meeting – 10<sup>th</sup> December 2015

3. Update on developments at NALC and the view of Government on the challenges ahead for local councils  
- *Jonathan Owen, NALC CEO*

4. Board Report & Annual Review for year ending 31st March 2016

5. To consider Resolutions received from member councils and the CAPALC Board including changes to the current Service Level Agreement with members

6. To receive the Annual Accounts for the year ended March 31st 2016

7. To approve Affiliation Fees for the financial year 2017/18 as proposed by the CAPALC Board - *To be voted on by one councillor from each member council attending*

8. To note a Budget for the financial year 2017/18

9. To receive nominations and elect councillors from member councils to vacant seats on the CAPALC Board  
- *Self nomination is permitted*

8.30pm – Close

Ian Dewar  
County Executive Officer, Cambridge & Peterborough Association of Local Councils

## **ANNUAL GENERAL MEETING**

CAMBRIDGESHIRE AND PETERBOROUGH ASSOCIATION OF LOCAL COUNCILS

Histon & Impington Recreation Ground Pavilion  
New Road, Impington Cambridge CB24 9LU

Thursday, 10<sup>th</sup> December 2015

### **DRAFT MINUTES**

The meeting was opened by Henry Clark, CAPALC Chairman who introduced himself and welcomed all 26 in attendance

Apologies were received from member councils not attending. 44 councils gave apologies and a list of those who responded and the CAPALC CEO confirmed a list of those apologies will be included in the minutes. 170 member councils did not respond to the information circulated about the CAPALC AGM.

The Minutes of the last Annual General Meeting of 20<sup>th</sup> November 2014 had been distributed. Graham Watkins noted some typographical errors and with these accepted the minutes of the meeting were approved.

Proposed, Denis Batty, Glington PC

Seconded Bob Branch, Haslingfield PC.

A presentation on Parish Councils and Pension Provision was given by Liam McCann of Enrol My Staff and it was agreed the presentation would be circulated to all member councils by email so that all could understand the implications of the costs and effects that the legislation on pension changes would impact on members. Liam highlighted more affordable pension schemes for council staff than had been previously been promoted to the sector.

Johnathan Owen, NALC CEO gave a presentation on NALC and the view of Government on the benefits of parish councils which members also found extremely interesting and this will be circulated to all member councils by email.

Henry Clark made reference to the Board Report & Annual Review for year ending 31st March 2015 was circulated at the AGM. It was noted that with the change in the Chief Executive of County Council there may be an opportunity for CAPALC and CCC to restart regular Liaison Meetings to better help promote the work of Parish and Town Councils.

There were no Resolutions received from member councils and the CAPALC Board but the meeting agreed to allow Colin Saunderson, Fenstanton PC to make a short presentation on the status of the Mobile Library Service which is under threat of closure. The meeting supported some form of input from parishes to try and protect the service. Colin will present more information and potential solutions in January 2016.

Henry Clerk made reference to the Annual Accounts for the year ended March 31st 2015 which had been distributed at the meeting. The accounts were later than planned as the work commitment of the Treasurer had escalated in the last few months and the accounts were not available to issue with the Agenda for the AGM. Due to work and other commitments the Treasurer has also recently resigned from the CAPALC Board.

The accounts noted that income from training had exceeded expectations and other costs were in line with projections.

Reserves remained healthy but due to the change in the Members Fee structure agreed at the previous AGM this would have a significant impact for a number of years to come.

The chairman confirmed that the organisation has been looking at the likes of back office services and other measures to minimise cost and would look at other actions that might improve income.

There were some reservations about the size of the proposed Affiliation Fee increase at 3% for the financial year 2016/17 given the impact the changes on the fee structure from last year but the Affiliation Fee increase at 3% as proposed by the CAPALC Board was approved.

Proposed Denis Payne, Histon and Impington PC

Seconded Colin Saunderson, Fensatanton PC

The CAPALC Budget for the financial year 2016/17 was distributed at the meeting. This showed a deficit budget again as a result of the change in the fee structure last year. The CAPALC Board will need to address this in their meeting in the new year.

The following councillors were elected as new members to sit on the CAPALC Board

Graham Watkins - Farcet Parish Council

Colin Saunderson - Fenstanton Parish Council

Patrick Kadewere - Huntingdon Town Council

Ian Dewar  
County Executive Officer  
Cambridge & Peterborough Association of Local Councils

# CAPALC Annual Report December 2016

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## Training and Events

We are seeing other organisations entering the sector offering training to councillors and clerks but these are not approved by our national association, NALC.

Our training material comes via the National Training Strategy for Local Councils and is the only NALC approved training for the sector.

Our training provided to Clerks seeking qualification under the Certificate in Local Council Administration (CiLCA) and our two day intensive course for clerks is still proving popular as an introduction for new clerks to the world of local government at parish council level continues to be well attended.

Our annual catch-up day was well-attended and provided useful information.

We delivered sessions to 365 councillors and clerks.

- 179 councillors (including 7 outreach training courses)
- 20 Chairmen
- 8 clerks completing their Certificate in Local Council Administration (CiLCA)
- 7 clerks who attended the two day intensive sessions for new clerks
- 61 attendees at the Annual Catch Up Day
- 90 attendees at the Peterborough Parish Conference

## Support

The helpdesk continues to provide support to members. We also provide support by telephone, and visits where necessary.

There has only been one council that has required a serious amount of support this year. We are intending to provide one day on of site support , with any subsequent time being chargeable. It is not right that well run councils should foot the bill for helping other councils with serious problems.

We are hoping that this will enable us to hold down costs, and accordingly, we are not proposing any increase in the fees this coming year.

## Principal Authorities

We have had several meetings with the Chief Executive and officers of Cambridgeshire County Council. This has led to the first Parish Conference for the County being held on 18 November.

There is likely to be some confusion caused by the Support Cambridgeshire contract. Here Hunts Forum, Cambs ACRE and CCVS have been given a contract by CCC to support community groups in the county. As part of this ACRE have appointed a Parish Council Officer. CAPALC has offered to work with this officer to ensure that they complement our services and do not reinvent the wheel.

We continue to have a fruitful relationship with Peterborough. We recently had the fifth Parish Conference. Like the County Parish Conference this was organised by CAPALC, SLCC and officers from PCC.

We obtained four parish councillor co-opted members to the Scrutiny Commission for Rural Communities. Unfortunately this scrutiny commission is being abolished. Nevertheless we will now have co-opted members on the four main scrutiny committees and an enhanced role for the Parish Liaison Forum. PCC is continuing to support the creation of new community councils in the unparished urban area.

SCDC continues to engage with parish councils, and we are hopeful of building a more effective relationship in 2017. Fenland, Hunts and E Cambs continue to be difficult to engage with.

The combined authority devolution will not directly affect parish councils. There is the possibility of double devolution to principal authorities and parish councils. It is too early to say what this might look like.

### **NALC**

NALC has had a recruitment drive with larger councils and the Awards Scheme has finally taken off with five Cambs councils qualifying so far.

### **Strategy**

We have made little progress with defining our strategy for the next 5 years. This has been partly because of the more urgent need to support our members and a lack of active board members to work on the strategy.

It is looking increasingly difficult to sustain an independent organisation with the current level of fees. As any mergers would require a change to our constitution, this would have to be approved by a Special General Meeting.

We have had preliminary discussions with neighbouring ALCs about sharing or even merging services. This has the potential to save some costs and improve service delivery to member councils without affecting our independence.

We also think there is an opportunity now SLCC have separated off their trade union function that there may be merit in offering to share facilities, or even merging service delivery with SLCC locally.

### **Board and Members**

The board continues to oversee the running of CAPALC. Unfortunately we have been unable to find a new treasurer and some board members have had to resign for to personal reasons.

I would like to thank the board members for the time and effort they give to the organisation and to thank all those who value the work of CAPALC and NALC and continue to support the promotion and development of parish and town councils through continued membership of our organisation.

Henry Clark  
Chairman, CAPALC

14 Oct 2016

## **CAPALC Service Level Agreement with Members**

This Service Level Agreement (SLA) is between The Cambridgeshire & Peterborough Association of Local Councils (CAPALC) and member Parish & Town Councils, Parish Meetings, their Councillors and Clerks.

As best practice, the objective of this Service Level Agreement is to define the services CAPALC will offer members and the responsibilities Members have to their organisation (CAPALC)

CAPALC exists to:

1. Protect and promote the interests, rights and functions of Member Councils;
2. Assist Councils in the performance of their duties and to promote and develop the economic, social and environmental well-being of towns and villages;
3. Promote widespread and well-informed interest in local communities.

To achieve the first objective, CAPALC will:

Subscribe to the National Association of Local Councils (NALC) to achieve for its Members representation at national level; to receive all necessary information; to benefit from the legal and other specialist services provided by NALC, and to improve its links and co-operation with other County Associations.

Work with other County Associations in the Eastern Region through the East of England Association of Town and Parish Councils (EEATPC) in order to facilitate the exchange of information and views. Ensure that appropriate publicity is given to the activities of CAPALC and in such matters the Association will attempt to accurately reflect Members views.

To achieve the second objective stated, CAPALC will:

- Ensure that CAPALC's staff receive adequate training in order to deliver the service to members,
- Make training available for Councillors and Clerks to enable them to discharge their obligations in a professional manner.
- Make training event information available in both printed and electronic form.
- Encourage Member Councils seeking to achieve Quality Parish/Town Council Status
- Wherever appropriate seek legal advice on behalf of Member Councils from NALC.
- Make representations to and work with other bodies on behalf of Member Councils.
- Make its County Executive Officer or a Board Member available to attend meetings of Member Councils when requested.
- Support District Meetings to provide a forum to facilitate discussion and co-operation.
- Provide access to a web site which includes...
  - Frequently Asked Questions (FAQs),
  - An on-line forum so that members may share experiences & knowledge,
  - A Help Desk which enables the tracking and resolution of support requests,
  - An information portal to provide members with access to research materials,
  - Providing member councils (members and clerks) with the means to access a members area on the site,

To achieve its third objective, CAPALC will:

Organise and promote workshops and seminars for all those with an interest on subjects of importance to Parish and Town Councils.

Work with Local Government and other organisations to ensure that Town and Parish Councils in Cambridgeshire & Peterborough can be active partners in local service delivery.

In addition to its three stated objectives, CAPALC will:

- Encourage Member Councils to promote local interest in their work and keep their electorate informed.
- Provide appropriate information & advice to Member Councils on the statutory framework in which Town and Parish Councils must operate.
- Welcome observations and comments, at any time, from Member Councils on the delivery of the services it provides.

Member Councils will...

- Observe the Code of Conduct and not bring Town and Parish Councils into disrepute,
- Undertake to maintain a budget for member and staff development,
- Undertake to attend training for Councillors and Clerks,
- Nominate a member to attend District Association meetings,
- Nominate members to attend the Unitary or District liaison meetings,
- Respond to relevant local consultations and other consultations where appropriate,
- Complete the CAPALC Affiliation fee request with the following...
  - Full contact details for the Clerk and Chair, to include name, address, postcode, telephone number and email address,
  - A list of all current Councillors names,
  - The email address of all those councillors wishing to access the CAPALC website members area.
- Undertake to notify CAPALC of any changes to Councillors and Clerks details as soon as possible,
- Undertake regarding the website to...
- Not share passwords,
- Abide by the forum rules,
- Where possible use electronic means of communication
- When seeking advice or support...
  - Read the website Frequently Asked Questions (FAQs),
  - Consult with other members via the web forum,
  - Use the Help Desk system to submit support questions, to provide a record of advice given to members,
- Use the normal telephone support facility if members have no access to electronic communication.

Version 6

Draft

28<sup>th</sup> September 2011

Edits underlined are only for reference in draft

Agreement to come into effect 1<sup>st</sup> April 2012



<b>INCOME AND EXPENDITURE</b>	£	
INCOME	2015/16	
Affiliation Fees	66,397.24	
NALC Grants	12,479.41	
Consultancy Fees		
Interest Received	678.43	
Other Income		
Training Courses	15,684.14	
County Grants		
CCC QPC Grant		
Parishing Project - Earmarked Funds		
EEAPTC Income		
Sales of Stationery and Publications	93.75	
Newsletter Ad and Mailshot Income		
<b>TOTAL INCOME</b>	<b>95,333.97</b>	
EXPENDITURE		
Salaries	54,002.32	
Salaries Rechargeable	3,262.50	
Staff Training		
Travel and Subsistence	2,440.38	
Staffing Costs	5,9705.20	
Nalc Fees	16,780.62	
Rent, Rates and Insurance	1327.60	
Hire of Rooms	320.60	
Premises	1,648.20	
Training Fees	4,442.90	
Travel and Subsistence	117.50	
Hire of Rooms	670.00	
Refreshments	350.73	
Training	5,581.13	
Printing	3,174.64	
Postage and Telephone	2,652.87	
Office Stationery	323.36	
Audit and Accountancy	303.79	
Equipment Hire and Rental	450.00	
IT Support		
IT Help Desk		
Misc	348.16	
Other Subscriptions	83.50	
Sundry and Contingency		
Transparency Fund	7,729.41	
EEAPTC Office and Admin		
Office Administration	15,065.73	
Member Development	300.00	
Conference Delegate Fees and Hotel		
AGM Costs	17.27	
Meetings and Conferences	317.27	
Parishing Project	3,186.95	
South Cambs Parish Council project	5,044.90	
Other Expenditure	8,231.85	
IT Equipment		
Parishing Project		
CC Communications Project		
Earmarked Funds	76.97	
<b>TOTAL EXPENDITURE</b>	<b>107,706.97</b>	
	-1,2373	

CAPALC ACCOUNTS 2015-16

## BALANCE SHEET

	2015/16	2014/15
	£	£
Debtors	9,152.68	4,649.04
Cash in Hand	7,6197.60	93,074.24
	85,350.28	97,723.28
Creditors	-	-
Net Assets	85,350.28	97,723.28
Opening Reserves	97,723.28	76,937.29
2015 assumed		20,785.99
Net (Expenditure) / Income	-12,373.00	
<b>Closing Reserves</b>	<b>85,350.28</b>	<b>97,723.28</b>