

## CAMBOURNE PARISH COUNCIL

District of South Cambridgeshire

Council Meeting 4<sup>th</sup> November 2014

### **CAPALC AGM**

At the CAPALC AGM they will agree the Fee structure for the next financial year, see the attached power point presentation. This is the opportunity to have an input into the charging structure.

It is

**Recommended** that at least one councillor attend to give the Councils views.

John Vickery

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**From:** Tina Webb <accounts@capalc.org.uk>  
**Sent:** 24 October 2014 11:32  
**To:** accounts@capalc.org.uk  
**Subject:** CAPALC AGM - 20th November 2014 - Additional papers  
**Attachments:** CAPALC Chairman Report 2014-10-20.doc; CAPALC Fee Structure - GR.pptx; CAPALC 2013-14 Final Accounts by Internal Auditor.pdf

**Importance:** High

Please find the additional papers for the CAPALC AGM on 20<sup>th</sup> November 2014 at Histon/Impington Recreation facility.

You can see from the powerpoint presentation attached there are some real issues for the meeting to address. Your attendance and participation would be much appreciated.

In addition we have a couple of vacancies on the managing board of CAPALC. Self nomination is acceptable and names put forward at the meeting will be subject to a vote.

Best regards,

Tina Webb  
Administration Officer

Cambridgeshire & Peterborough Association of Local Councils (CAPALC)  
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[www.capalc.org.uk](http://www.capalc.org.uk)

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# **ANNUAL GENERAL MEETING**

CAMBRIDGESHIRE AND PETERBOROUGH ASSOCIATION OF LOCAL COUNCILS

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

Thursday, 20<sup>th</sup> November 2014

## **AGENDA**

7.00pm – Registration & refreshments

7.30pm – Meeting commences

1. Introduction
2. Summary of situation at NALC and Government view on benefits of parish councils by NALC CEO and CAPALC NALC Representative
3. To receive apologies from member councils not attending
4. Minutes of the last Annual General Meeting – 9<sup>th</sup> December 2013
5. Board Report & Annual Review for year ending 31st March 2014 (to be circulated at the AGM)
6. To receive the Annual Accounts for the year ended March 31st 2014
7. To review, debate and approve a more equitable model for the calculation of member Affiliation Fees
8. To review, debate and approve any changes to the CAPALC service level agreement with member councils
9. To approve Affiliation Fees for the financial year 2015/16
10. To note a Budget for the financial year 2015/16
11. To consider Resolutions received from member councils and the CAPALC Board
12. To receive nominations and elect councillors from member councils to vacant seats on the CAPALC Board

9.00pm – 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

Monday, 9<sup>th</sup> December 2013

## **MINUTES**

7.30pm – Meeting commences

The meeting opened with an introduction by the Chairman of the CAPALC Board Cllr Hazel Williams who stressed the importance of CAPALC as the local organization that supports and advises parish and town councils in the county.

Hazel indicated that the day and time of the 2013 AGM was changed from a day to an evening meeting to assess if this was a more appropriate format for members to attend.

Hazel thanked all members in attendance for responding so positively to this format for the meeting.

Apologies from member councils not attending were noted.

The minutes of the last Annual General Meeting of Monday, 19th November 2012 were circulated.

A proposal to formally accept the minutes was proposed by Denis Batty and seconded by Rick Humphries.

The vote taken confirmed the minutes as accepted as a record of the meeting.

A CAPALC Board Report for the year by the CAPALC Board Chairman, Hazel Williams was circulated and an Annual Review for year ending 31st March 2013 prepared by the County Executive Officer, Ian Dewar was also circulated.

Receipt and adoption of the Annual Accounts for the year ended March 31st 2013

There was a discussion on aspects of the budget which included comments from Denis Payne who suggested that as the major printing costs related to training the budget should reflect this situation.

This was proposed by Michael Williamson and seconded by Rick Humphries and approved by members.

Approval of Affiliation Fees for the year 2014/15

The debate on the matter included comments from the floor in respect of:

- potential problems at cross over of the different bands on which the fees were calculated
- queries on why fees needed to be increased when precepts are under pressure
- issues for very small councils
- the debate on the budget and the fees was being held the wrong way round
- issues around the rates support grant which was not being applied consistently across the county

- the potential for capping allied to council charges that are likely to go up and problems if both occur
- a need to relook at the look at all affiliation fee bands
- a suggestion of a possible two tier system, basic and paid version but comments suggested extra costs will kill membership

The CEO noted the comments and agreed the issues with the current scheme would be a topic on an agenda for the CAPALC Board to debate.

A motion to accept the proposed Affiliation fees was proposed by Henry Clark and seconded by Bob Jewell. The vote was For – 12, Against – 0, Abstain – 1

The CAPALC Budget for 2014/15 - Brian Hayes proposed the budget should be approved and this was seconded by Roger Lucas. The meeting resolved the approval of the budget for 2014/15.

The meeting considered the appointment of Auditor and Brian Hayes proposed the retention of Valerie Seekings for another year. This was seconded by Rick Humphries with a vote of For – 13, Against – 0, Abstain – 0

To meeting considered resolutions received from the Board, District Associations and Parish and Town Councils

Resolution 1 - Bob Jewell, Gt Staughton raised the issue of 80% mandatory 20% discretionary available on charity and voluntary group assets but not to parish assets. Proposed by Denis Batty and seconded by Henry Clark with a vote of For – 13, Against – 0, Abstain – 0 it was resolve this would be pursued further.

Resolution 2 – Brian Hayes suggested there should be a review and more control over who gets what. After a general discussion with a proposal from Bob Jewell and second from Gavin Booth the vote was For – 13, Against – 0, Abstain – 0

Election of new CAPALC Board members – Gavin Booth, Paul McCloskey and Ian Gardner were elected unopposed.

There being no other business the meeting closed.

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

# CAPALC Chairman's Report 2013-2014

## Summary

CAPALC continues to face the challenge of there being too much to do with our limited resources. There are many changes in the town & parish council sector which need assimilation and then explanation to our members.

There have, unfortunately, been a number of instances of misconduct and fraud which have taken up a lot of staff time in supporting the affected councils.

We have been through a number of years in survival mode, and I now feel we can begin to develop our business model to provide a wider range of support services to our members. We have a business party working group looking at how we can sustain and develop CAPALC for the benefit of its members.

I would like to thank the staff and volunteers for their hard work in keeping CAPALC going.

## Treasurer

Malcolm Reece stepped down in July after four years as Treasurer, he did an excellent job of unravelling the accounts and getting us on an even keel.

Graham Redman has been selected as Treasurer. Graham is an active parish councillor and a Chartered Accountant, so will be very suitable to help CAPALC develop over the next few years.

## Training

Training continues to be a large part of CAPALC's work and our second largest source of income.

## Fees

It has become apparent that the existing membership fee structure is unsuitable. It means some councils pay too much and others too little. A working party has looked at the options and recommends a progressive fee, linked to the electorate of the council is much more suitable.

## Districts

District Associations have not flourished as we had hoped. It appears that members do not feel that association meetings are a worthwhile use of their time. On a purely parochial basis this may be true but as a sector we face common threats where joint working is a more effective way of obtaining satisfactory outcomes. What is really needed is an effective dialogue with principal authorities; this may be achieved with quarterly liaison meetings, as happens in Peterborough, where the agenda and content is jointly produced by PCC and PALC representatives.

I am pleased to see that annual Parish Conferences are taking off. Following the lead in Peterborough, we have now had conferences in Hunts, East Cambs and South Cambs.

## NALC

Jonathan Owen has taken the role of Chief Executive at NALC following the retirement of John Findlay. Since his arrival a number of reviews and initiatives have started with the intention of making NALC more effective in serving its members.

## Parishing

Projects are ongoing to set up new councils in communities that want to do so. Funds have been provided by DCLG to enable communities to investigate the wish to set up a council.

## Website & Communications

The Bulletin continues to be a valuable source of news and information for members. We would like to send a copy direct to all councillors and clerks in member councils, so please let us have your email address.

We are looking at improving the website which at the moment provides only basic information.

### **Board Membership**

Whilst the day-to-day running of CAPALC is expertly handled by our staff the Board is necessary to provide the strategic direction of the organization and to keep it focused on the needs and wishes of the members. Any member councilor who would like to help with the work of the Board is welcome to contact me for further information.

Henry Clark  
Draft V0.1, 20 Oct 2014

DRAFT

## Valerie Seekings

7 Elm Drive, Offord Cluny, St Neots, Cambridgeshire PE19 5RN

Phone/Fax 01480 810028

Mobile 07929929889

Email [valerie@seekings-elmdrive.freeserve.co.uk](mailto:valerie@seekings-elmdrive.freeserve.co.uk)

### Independent Examiner's Report

Independent Examiner's Report to the Board of: - CPALC (Cambridge and Peterborough Association of Local Councils)

I hereby report on the accounts of CPALC (Cambridge and Peterborough Association of Local Councils), for the period from 1 April 2013 to 31 March 2014 which is set out in the attached pages 1 to 2.

#### Respective responsibilities of board and examiner

The Board is responsible for the preparation of the accounts. The CPALC (Cambridge and Peterborough Association of Local Councils) constitution provides that an 'audit' should not imply the need for full audit by a registered auditor and for the appointment of an independent examiner is appropriate.

It is my responsibility to :-

- examine the accounts, and
- state whether particular matters have come to my attention.

#### Basis of independent examiner's report

My examination includes a review of the accounting records kept by CPALC (Cambridge and Peterborough Association of Local Councils) and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and the seeking of explanations from you as a Board concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the accounts.

#### Independent examiner's statement

In connection with my examination, I have reasonable cause to believe that :-

(1) in all material respects the requirements

- to keep accounting records
- to prepare accounts

have been met; and

(2) that there are no material matters to which, in my opinion, attention should be drawn in order to enable proper understanding of the accounts to be reached.

Signature: *V. Seekings*

Name: Valerie Seekings

Relevant professional qualification or body: Association of Accounting Technicians

Date: 6 August 2014



# CAPALC ACCOUNTS 2013/2014

## INCOME AND EXPENDITURE ACCOUNT

INCOME	NOTES	2013/14		2012/13	
		£		£	
Affiliation Fees			75,972.39		74,072.54
NALC Fee			0.00		566.66
Consultancy Fees			2,614.49		
Interest Received			976.70		323.31
Other Income			1,690.89		215.05
Training Courses			18,280.04		20,760.00
County Grants	1		0.00		13,423.48
CCC QPC Grant	2		0.00		4,500.00
Parishing Project	3		13,400.00		
EEAPTC Income	4		0.00		671.55
Sales of Stationery & Publications			2,184.57		100.00
Newsletter Ad & Mailshot Income			0.00		0.00
<b>TOTAL</b>			<u><u>115,119.08</u></u>		<u><u>114,632.59</u></u>

EXPENDITURE	2013/14		2012/13		
	£		£		
<b>Staffing Costs</b>					
Salaries		52,706.44		56,007.54	
Salaries Rechargeable		2,614.49			
Staff Training		0.00		0.00	
Travel & Subsistence	5	2,939.78	58,260.71	<u>2,284.84</u>	58,292.38
<b>Nalc Fee</b>					
NALC Fees		17,526.39	17,526.39	<u>17,832.00</u>	17,832.00
<b>Premises</b>					
Rent Rates & Insurance		544.80		4301.14	
Hire of Rooms		130.50	675.30	<u>184.75</u>	4,485.89
<b>Training</b>					
Training Fees		7,370.44		9,438.69	
Travel & Subsistence		840.35		948.33	
Hire of Rooms		719.77		898.60	
Refreshments		303.46	9,234.02	<u>444.24</u>	11,729.86
<b>Office Administration</b>					
Printing		4,580.96		3,082.13	
Postage & Telephone		2,167.02		1,909.98	
Office Stationery		311.75		410.10	
Audit & Accountancy		115.00		130.00	
Equipment Hire & Rental		0.00		526.75	
IT Support		0.00		2,000.00	
IT Help Desk		2,900.00		1,812.90	
Misc				30.00	
Other Subscriptions		129.50		81.50	
Sundry & Contingency		2,437.13		0.00	
CCC QPC	2	453.55		5,209.92	
EEAPTC Office & Admin	3	<u>23.40</u>	13,118.31	<u>329.80</u>	15,523.08
<b>Meetings &amp; Conferences</b>					
Member Development		0.00		0.00	
Conference Delegate Fees & Hotel		306.00		0.00	
AGM Costs		<u>0.00</u>	306.00	<u>200.00</u>	200.00
<b>Other Expenditure</b>					
Parishing Project		3,620.00	3,620.00		
CC Communications Project				<u>5,000.00</u>	5,000.00
<b>Earmarked Funds</b>					
IT Equipment					
Parishing project		9,780.00	9,780.00		
CC Communications Project					
<b>TOTAL</b>			<u><u>112,520.73</u></u>		<u><u>113,063.21</u></u>

**INCOME LESS EXPENDITURE**

2,598.35

1,569.38

*[Signature]*  
 Treasurer  
 G. Seddings  
 6 August 2014

# CAPALC ACCOUNTS 2013/2014

ACCOUNTS FOR THE PERIOD ENDING 31 MARCH 2014

BALANCE SHEET	2013/14	2013/14	2013/14	2012/13
	£	£	£	£
DEBTORS	6		10,002.46	7,932.26
CASH IN HAND	7		67,417.12	58,138.25
TOTAL			<u>77,419.58</u>	<u>66,070.51</u>
LESS CREDITORS			482.29	1,511.57
LESS PROVISIONS	8		0.00	6,898.62
NET ASSETS			<u>76,937.29</u>	<u>57,660.32</u>

ACCUMULATED RESERVES	CAPALC	EARMARKI	TOTAL	
	£	£	£	£
BALANCE 1 APRIL 2013	57,660.32		57,660.32	56,090.94
INCOME LESS EXPENDITURE	9 2,598.35	16,678.62	<u>19,276.97</u>	<u>1,569.38</u>
BALANCE 31 MARCH 2014	9 <u>60,258.67</u>	<u>16,678.62</u>	<u>76,937.29</u>	<u>57,660.32</u>

## Notes

### 1 COUNTY GRANTS

In 2012/13 CAPALC received three grants from the County Council

a) Support grant of £4822,

b) Premises grant of £3601.48

c) Communications Project Grant of £5000

For the year 2013/14 CAPALC anticipated the continuance of the Premises Grant, matched by a corresponding charge for the same amount by the County Council.

Neither has been received so no income or expenditure is shown in the CAPALC accounts

### 2 CCC Quality Parish Councils (QPC)

County Funding for QPC was £4500 in 2012/13 with expenditure of £5209.92.

Funding thereafter ceased but the 2013/14 accounts includes residual expenditure of £453.55

### 3 Parishing Project

CAPALC received a grant for parishing in Peterborough area of which £9780 is carried over to the 2014/15 year

### 4 EEAPTC

in 2012/13 CAPALC received income from EEAPTC of £671.55

Direct expenditure on staff and administrative costs amounted to £329.80

### 5 Related Party Transactions

Members of the Executive Board were paid no remuneration for their work but were paid a total of £606.75 (£1,184.20 in 2012/13) in travelling and other expenses

CAPALC is controlled by the CPALC Board. No individual is able to exercise control

### 6 Debtors

Principally Training Courses but include debts over one year old amounting to £859.05, which need to be followed up.

### 7 Cash In Hand

2014

Current Accounts £12,009.75

Business Tracker Account £5,055.01

Cambridge and Counties £50,352.36

Cash and unbanked £0.00

Total £67,417.12

### 8 Provisions

In 2012/13 the Accounts included provision for:-

a) IT Equipment (£2000), which was approved in 2011/12 year

b) The unspent grant of £4898.62 relating to the Communications Project Grant from County Council

No funds were expended on either of these provisions in the 2013/14 financial year

### 9 Funds and Balances

The accounts show a surplus of £2598.30 for the year in comparison with a surplus of £1569.80 for the previous year.

The provisions of £6898.62, together with the unexpended funds of £9780 relating to the Parishing Project, have been included as Earmarked Funds (total £16,678.62) at the end of the financial year.

 Treasurer

U. Sackings  
6 August 2014.

# CAPALC Fee Structure

2014 AGM

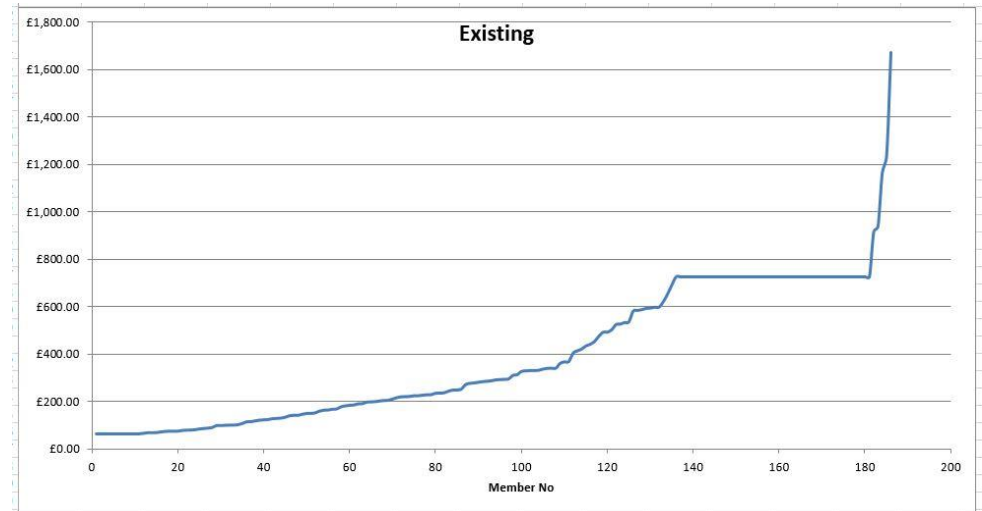
# Current Structure

Electors	Fee	Amount
Under 151	Fixed	£65.16
151 to 1,700	Variable	42.94p per elector
1,701 to 10,000	Fixed	£726.41
10,001 or more	Variable	7.22p per elector

Electors	Fixed	Variable	Total
150	£65.16	0p	£65.16
500	0	42.94p	£214.70
1500	0	42.94p	£408.30
5000	£726.41	0p	£726.41
15,000	0	7.22p	£1083.00

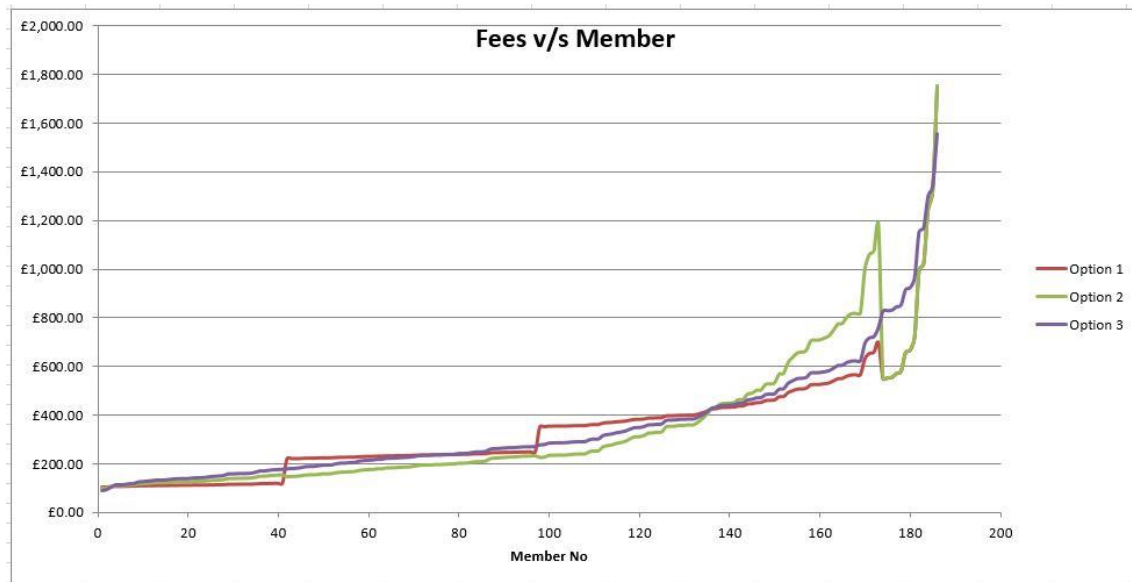
# Current Structure

- Advantages
  - It's the status quo
- Disadvantages
  - Irrational
  - Unfair
    - Some councils pay too much
    - Changing bands can result in big fee change
  - Difficult to administer



# Proposals

- To reduce total subscription fees by c.10% and top up with fee-for-service charges as part of a “fair usage” policy
- To agree an equitable subscription fee basis from 3 options:
- Option 1 – stepped fixed plus fixed rate per elector
- Option 2 – stepped fixed plus variable rate per elector
- Option 3 – fixed rate per sqrt elector



# Option 1

- Banded with stepped fixed amount plus an amount proportional to number of electors

Electors	Fixed	Variable	Total
150	£100	7.22p	£110.83
500	£200	7.22p	£236.10
1,500	£300	7.22p	£408.30
5,000	£300	7.22p	£661.00
15,000	£80	7.22p	£1163.00

# Option 1

- Advantages
  - Fairer as it introduces an element of proportionality
- Disadvantages
  - Big steps at band changes



# Option 2

- Banded with fixed amount plus variable stepped amount proportional to number of electors

Electors	Fixed	Variable	Total
150	£80	25p	£117.50
500	£80	22p	£190.00
1,500	£80	20p	£380.00
5,000	£80	20p	£1080.00
15,000	£80	7.22p	£1163.00

# Option 2

- Advantages
  - Small fixed admin fee
  - Fairer as it introduces a large element of proportionality
  - Members at bottom end of band see a reduction
- Disadvantages
  - Big steps at band changes
  - Members at top end of band see an increase

# Option 3

- Proportional to square root of number of electors

Electors	Fixed	Variable	Total
150	0	£10.25	£125.53
500	0	£10.25	£229.20
1,500	0	£10.25	£396.98
5,000	0	£10.25	£724.78
15,000	0	£10.25	£1255.36

# Option 3

- Advantages
  - Fairer as it is fully linked to electorate
  - Larger councils pay a smaller amount per elector
  - Simple to understand and administer
- Disadvantages
  - The small councils see an increase

# Board Recommendation

- Option 3 because
  - It's fairer. Councils pay according to their size.
  - It's fairer. Large councils don't pay more than their fair share.
  - It's simpler. It's easy to calculate exactly what the fees are.
  - It's Continuous. You won't see a huge increase when the electorate moves you into a higher band.