

CAPALC AGM Wednesday 4th December 2019

Held at Millennium Sports Facility The Trundle Somersham

The Meeting was opened by Henry Clark Chairman of CAPALC who presented his annual report.

He explained that due to the illness of the CEO Ian Dewar , in February the Board had appointed Penny Bryant as Acting CEO.

Penny has worked with CAPALC for many years as a Course Trainer and is also the Clerk to Somersham Parish Council.

Unfortunately the Pidley Golf Complex was sold in September and the office Block where our office was located was going to be turned into flats.

This forced CAPALC to relocate again and in October moved to a small office in the Norwood Building in Parkhill Road Somersham.

Our Administrator Tina Webb had resigned to take up a new post and the Board has appointed Samantha Sharp who took up the Administrators position in December.

Samantha is familiar with Parish Councils as she is a Councillor and Chairman of Wyton – on – the Hill Parish Council.

The Board had also appointed an H.R. Consultant

The Chairman explained the action that had been taken to reduce costs which included , terminating certain contracts such as copying and franking machines , Telephone lines and renewing new ones at more favourable terms. CAPALC is aiming to become paperless as much as possible

He explained that CAPALC is committed to improve its service to Members and with this in mind he introduced Julian Blackmore a Business Consultant who the Board has appointed to work with CAPALC to conduct a Business Review. This is part funded by PCC and CCC.

Julian than gave an outline of his background stating that he had worked with many similiar organisations as CAPALC and fully understood Town and Parish Councils as he has been a Councillor for many years and is currently Chairman of a Council in Norfolk.

He said the review would start with a Telephone Survey of Members and non - Members .

He would be contacting Chairman and Clerks to identify issues and comments and all information would be treated as confidential.

All people to be contacted would have prior notice so they would know it is not a scam.

A question and answer session followed.

Penny Bryant Acting CEO then presented her report out lining the action taken to review policies and procedures with the HR Consultant

The year had been very busy with the Training Courses with many fully booked and that new courses were being planned for the future including planning.

The Office move was also an opportunity to reorganise and update the filing system. .

The year end Accounts for 2018/19 were presented and these showed a loss.

Steps had now been taken to reduce costs with the Office Rent now halved , copy machine contract ended and other contracts terminated.

After a vote the Accounts were approved.

Proposed Affiliation Fees for 2020/21

The Board had reviewed the Fees and agreed that they needed to be increased.

It was noted that NALC had increased their fees for 2020/21

It was proposed to increase the fees on a sliding scale basis with the smaller Councils having a small increase and the larger Councils a larger increase.

It was noted that Councils who had 6000 or more electors or a turnover of £250,000 plus are able to go direct to NALC but they must be members of CAPALC to do this.

After considerable debate it was put to a vote and the Members voted to accept the increase .

Future invoices would show the amount that is paid to NALC and the cost to each elector.

It was felt that this increase would produce a balanced budget for 20/21

Incorporation --- The Board announced at the CAPALC Conference that it was proposing to move the organisation from an Unincorporated Body to an Incorporated Body.

The advantages of this were discussed and it was noted that many other associations and clubs had moved in this direction.

After a debate the Members voted in principle to move CAPALC to an Incorporated Body.

Areas that Members would like CAPALC to take up were debated which include Climate Change , Road Safety ,Health and Wellbeing / Loneliness , good practice in Councils. Other issues would be welcome.

New Board Member --- Councillor Graham James from Little Thetford Parish Council was elected to join the CAPALC Board.

As there was no further Business the Chairman thanked those for attending and closed the Meeting

Cllr. Denis Batty