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**Gloucestershire Association of Parish & Town Councils**

**Minutes of the Executive Committee meeting held on 29 May 2025 at 6.00pm at Quedgeley**

**Present:**

Alan Porter (AP), Chairman

Ray Cotton (RC)

Richard Page (RP)

Madan Samuel (MS)

**In attendance:**

Chris Haine, Chief Executive Officer (CEO)

Kerrin Wilkinson, Strategic Support Officer (KW)

**Apologies**

Apologies were received from Richard Crighton, Isaac Bamfield, Gareth Cope, Jim Harmsworth-Cowles, Amanda Davis.

**Minutes of the last meeting**

No comments were received on the proposed minutes and they were approved.

**Matters Arising**

Holding hybrid executive meetings was queried, and it was noted that this would be explored in the future, following the organisation’s legal transition, noting its usefulness.

Agreed that votes taken at executive meetings are final, and binding (provided meetings are quorate), and those who are not able to attend are unfortunately not able to vote.

**Transition Arrangements and progress**

The main discussion focused on transition arrangements and progress, with Chris providing updates on membership votes and engagement efforts. A proposal to engage Wellers was introduced, with an estimated budget (around £3,000 less than expected), which was viewed positively by the group.

The meeting discussed the need for new articles of association for their organisation, emphasising that it should be a specialised and bespoke document rather than an updated version of their existing constitution, and a ‘cut-and-paste’ from other county associations. They agreed that solicitors should be tasked with drafting appropriate articles for a new organisation, considering the specific needs and governance structure. The discussion also touched on the importance of clearly defining roles within the organisation, particularly for the chair and vice chair, as well as delegation, and ensuring that all operational documents are distinct and serve their intended purposes.

The meeting focused on corporation tax implications for a new company structure, with Chris and Kerrin discussing that local authority associations are exempt from corporation tax under specific legislation. The group agreed to set an £8,000 limit for legal fees related to forming the new company, with Chris empowered to proceed without needing prior approval for amounts within this limit.

**AGM and Conference Update**

The group discussed plans for an upcoming conference and AGM at Toddington, noting that while they secured a headline sponsor, some exhibitors declined due to the timing. They agreed to consider moving future events to September/October to align with other South West county associations and maximise exhibitor participation. The AGM programme was outlined, featuring presentations from the Local Government Reorganization advisor and the Glastonbury town clerk, followed by table-based discussions and feedback sessions. The annual report and related documentation need to be finalised and distributed to members by June 17th

Discussed agreed that motions would be circulated on June 2nd with a one-week window for amendments, which would not be heard at the AGM itself. The group reviewed two motions: one on mandatory councillor training and another on altering legislative procedures for neighbourhoods straddling district boundaries. They also briefly discussed a potential motion on fossil fuel divestment, though the proposers had not yet submitted the final wording.

The meeting focused on membership follow-ups and preparations for the upcoming AGM. Agreed that members whose subscriptions fees outstanding could attend but not able to vote. Chris proposed inviting an MP and a distinguished figure like Alex Chalk to enhance the organization's national profile, particularly in planning discussions. Kerrin highlighted the significance of having representation from every district at the AGM, which is a first for the organization.

**Action**: KW to send RP NALC representation article for inclusion in the annual report for comment

**Action**: KW to follow up with Stroud TC on submitting its motion. KW to circulate motions and ensure proposers have a seconder attending the AGM.

**Action**: Follow up outstanding membership fees.

**CEO’s Report**

The meeting focused on reviewing a comprehensive report highlighting the team's achievements and progress. The team acknowledged Julie's significant contributions to managing the organisation's bookkeeping.

It was agreed that when the AGM papers are circulated to members, it must be stated that any queries relating to the organisation’s financial statement, or any other papers, must be submitted to the CEO prior to the AGM.

**Date of next meeting:**

**3 July 2025 6pm**