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**GLOUCESTERSHIRE ASSOCIATION OF PARISH & TOWN COUNCILS (GAPTC)**

**Minutes of the Executive Committee Meeting**  
**Held on Thursday 3 July 2025 at 6.00pm**  
**Venue: GAPTC Offices, Quedgeley**

**3. I think the 'to be held' should be added prior to the refer5ence to the upcoming AGM and Conference**

**Attendees:**

Alan Porter, Chair

Richard Page, Vice-Chair

Ray Cotton

Madan Samual

Gareth Cope

Richard Crighton

Chris Haine, CEO, GAPTC

1. **Welcome and Apologies for Absence**  
   The Chair welcomed members to the meeting, and placed on record appreciation for Cllr. Jim Harmsworth Cowles, who has resigned due to relocation, noting his long service, dedication, commitment, and professional insights, in support of GAPTC
2. **Apologies for Absence** were received and recorded from:  
   Cope

Isaac Bamfield

Amanda Davis

1. **Minutes of the Previous Meeting – 29 May 2025**  
   The minutes of the Executive Committee meeting held on **29 May 2025** were **approved as a correct record**.

**4. Transitional Arrangements and Progress Toward CLG**

The Committee received and discussed the **draft Articles of Association** prepared by **Wellers Solicitors**, along with accompanying legal comments.

The draft was fully reviewed, with open discussion and proposed amendments agreed for inclusion in the final version

It was agreed that the **CEO would revise, and update, to re-circulate the revised draft**, incorporating these amendments, to Executive Committee members for final review and agreement prior to submission to Wellers Solicitors for incorporation into the next legal draft.

Additionally, the CEO confirmed that he would:

* Draft **supporting policies**, aligned with the Articles
* Prepare a framework for **TUPE arrangements** for existing staff
* Prepare a draft **‘Transition Plan’**, including timelines, milestones, and communication to members
* Formally commission Wellers Solicitors, in accordance with their Proposal Letter of 10 June, incl. agreed fees

The Committee noted the work to date and confirmed that the next steps should aim to ensure a smooth and transparent transition process, and the culmination of an EGM (est. Autumn 25), at the earliest opportunity, following a nomination exercise with Member Councils for new Directors, and that the new Company will form, with existing EC Members, to be Registered, as designate Directors, in the first instance.

**4. GAPTC AGM and Conference**  
The Committee received an update on arrangements for the **AGM and Conference** to be held on 12 July 2025 at Toddington Village Hall.

Final preparations were reported as complete, with strong delegate numbers and full motion papers circulated. Speakers, logistical planning, and communications had all been finalised. The Committee noted the positive feedback from member councils in anticipation of the event, and CEO placed on record the commitment, and hard work of the Team, esp. Kerrin Wilkinson in preparing, the Annual Report, and overseeing th logistical arrangements in support of the CEO.

Any matters arising will be reported back at the next Executive Committee meeting or dealt with as part of the proposed EGM later in the year.

**5. CEO Report**  
The **Chief Executive Officer** presented a written and verbal update covering:

* Staffing updates and interim resourcing during the transition period
* Overall summary of activities, and deliver, incl. the success of the newly ’piloted’ online Internal Audit Service (IAS), with some 8O internal audits having been undertake.
* Sector developments, including key stage discussions on **Devolution** and implications for local governance
* Updates on active **partnerships** and external stakeholder engagement
* National policy changes and briefings relevant to first-tier councils

The Committee noted the report and thanked the CEO and his team for their commitment, dedication, and effective delivery of services, which are extensive, in serving/ supporting member councils, as summarised in the Annual Report

**6. Financial Overview**  
The Committee received and noted the latest financial reports and bank reconciliations.

Key items included:

* Confirmation of balances and reserves as at 30 June 2025
* Update on **CCLA arrangements** and ethical investment proposals under review, including agreed proposal to maximise CCLA investment opportunities

**7. Any Other Business**  
No further items were raised under this item.

**8. Date of Next Meeting**  
The next Executive Committee meeting was confirmed for **Thursday, 26 Sepptember 25, at Quedgeley Offices**

**Meeting closed at:** **7:45*pm***