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**Minutes of the EXECUTIVE COMMITTEE meeting held on 9 May 2024**

**Held: GAPTC offices**

**The meeting commenced at 18h00**

**Present:**

Alan Porter, Chair

Richard Page, Vice Chair

Steve Ponting

Steve Wilcox (left the meeting at 18h52)

Amanda Davis (left the meeting at 19h25)

Liz Hodges (arrived 18h08)

Ray Cotton

Chris Haine, CEO

Kerrin Cocks

Charlotte Matthews

**MINUTES**

1. Apologies received from:

Tasha Saunders

Isaac Bamfield

Jim Harmsworth Cowles

Richard Crighton

Ian Watson

Jacquie Webster

1. Minutes from 19 March meeting approved after feedback regarding updating the online banking system to require two payment-approval signatories, Co-op Bank does not have the functionality to do this.
2. It was agreed that the two nominations for the vacancies on the executive committee should be co-options as those councils already have representation on the executive. Madan Samuel (Cotswold) and Carol Harris (Forest) we co-opted.

**ACTION**: KW to inform new members and announce. Note: Formal welcome and announcement delayed to 14 June when it has been 3 months since the resignation of their predecessors.

1. CEO’s report was received and approved.

Charlotte’s significant work on the financials was highlighted, as well as the work on the AGM, the Internal Audit Service and Subscriptions.

Steve Ponting thanked the staff for their hard work.

The volume of work the staff is fielding was noted.

The need to review the internal policies, CEO noted that he is working with other CALCs to finalise.

The work on the CRM, and the EC walk through was highlighted, as well as the annual report.

**ACTION**: CEO to finalise internal policies

**ACTION**: KW to arrange another EC walk through of the CRM

1. It was noted how professional the financials look and the hard work that has gone into rectifying the historic issues, eg. duplications, VAT and other adjustments.

Going forward the EC would like to see the information presented in comparative views of predicted and actual spend.

Some legacy issues persist, ie. Recording of consultancy fees, in expenses as opposed to HR

1. Richard Page noted that the version of the amendments to the GAPTC constitution he recommended, was not the version members were consulting. He therefore noted the exact working he had recommended, and the agreed changes are as follows:

Insert a new paragraph 2(b): "Except with the express consent of the Association's Executive Committee, human resources and legal services provided by the Association shall only be available to Member Councils whose subscription payments are up to date and have been members of the Association for a minimum period of six calendar months."

Re-number the former 2(b) as paragraph 2(c) and delete the words: "following consultation at the AGM,".

Amend paragraph 7(a)(iv) by adding the words "Save for the representative clerk" at the beginning of the paragraph.

Delete the existing paragraph 7(a)(viii) and insert the following: "All members of the Executive Committee retire together every four years after the local government election cycle (commencing with the election cycle which began in May 2023) but shall be eligible for re-election."

Amend paragraph 7(a)(ix) by changing the term "May elections" to "May local government elections".

Throughout the constitution, change all mentions of "Chief Officer" to "Chief Executive Officer".

**ACTION**: Above amendments to be added to the AGM agenda for member approval.

1. Received Jim’s further report on hybrid meetings, noting the continued absence of how much the various options would cost, but the inclusion of the system requirements. It was noted that the EC should more clearly identify the purpose of investing in this equipment.

**ACTION**: KW to set up a meeting/walk through with Cloudy IT

1. Liz provided an overview of the background to the Gloucestershire Market Towns Forum (GMTF) and the ‘Look n Learn’ events they have arranged in and outside the county where members are hosted by a council and projects and practices are shared. GMTF’s current relationship with GAPTC, is that GAPTC provides some administrative functions for GMTF.

It was noted that GMTF has not help an AGM and does not have enough directors to vote on the future of the forum. Options of continuing as is, or merging the forum with GAPTC were discussed. A merge seems a ‘natural fit’ and having the resources of GAPTC available to the GMTF members was generally accepted as a good idea. CEO noted that a merge could realign the objectives and inject new vigour into the forum. The forum members’ subscription to the Rural Services Network was noted.

Timelines are tight, as if the forum is dormant beyond June 2024 it will be struck from the companies register

**ACTION:** Liz to provide KW with updated members’ list as per her telephonic discussions with members. KW to call a members’ meeting.

1. GAPTC’s relationship with GRCC was discussed and it was noted that GRCC has a more politicised perspective, where GAPTC is a-political. Alan requested a ‘steer’ from members on the objectives regarding a meeting between himself and the GRCC Chair. It was agreed that it should take the form of an exploratory meeting to better understand the roles of each organisation in supporting local councils.
2. Alan proposed a separate Zoom meeting to discuss the motions that have been proposed for the upcoming AGM. It was agreed that proposing councils should be notified in advance that they must secure and proposer and seconder before the AGM. It was noted that the number of motions represented a healthy organisational membership.

**ACTION**: members to consider motions before the next meeting and suggest how many motions should be considered at the AGM.

The meeting was now no longer quorate, so all other business was deferred.

**Date for next Executive Meeting: Thursday 30 May 2024 at 6pm, online**