**Gloucestershire Association of Parish & Town Councils**

**Minutes of the Executive Committee meeting held on Monday 25 November 2024 at 6.00pm via Zoom**

**Present:**

Alan Porter (AP) - Chairman

Ray Cotton (RC)

Amanda Davis (AD)

Richard Crighton (RCr)

Liz Hodges (LH)

Richard Page (RP)

Steve Ponting (SP)

Madan Samuel (MS)

**In attendance:**

Chris Haine – Chief Executive Officer (CEO)

**Apologies**

Apologies were received from Isaac Bamfield, Gareth Cope, Jim Harmsworth-Cowles, Carol Harris, Victoria Ranford and Tasha Saunders.

**Minutes of the last meeting**

Proposed by RC and seconded by MS, the minutes of the meeting of the Executive Committee held on 19 September 2024 were approved as a true record of that meeting.

**Recording of the Meeting**

Following a discussion, it was agreed not to record the meeting’s proceedings.

**Recommendations from Taurus HR**

The CEO explained the background to the most recent email received from the claimant. The meeting agreed the following recommendations from Taurus HR set out in Annex A of the Agenda:

* GAPTC Contracts of Employment to be prepared by Taurus HR;
* Job Descriptions to be re-written by Taurus HR; and
* Training to be identified, as necessary.

It was agreed to defer consideration of the Constitution to the Committee’s governance meeting to be held in January 2025.

**Chief Executive Officer’s Report**

The CEO presented his report which had been previously circulated.

The meeting considered a review of staffing arrangements. AP requested the CEO to submit formal proposals to the next meeting of the Committee.

**Update on draft policies**

The CEO updated the meeting on progress with the preparation of a suite of 18 new policies. It was agreed to prioritise 6 people-related policies and to appoint a working party of 4 Committee members to assist the CEO with their preparation. An email seeking volunteers for the working party would be circulated after the meeting.

**Financial Report and draft 2025/26 Budget**

The meeting reviewed a first draft of the 2025/26 Budget, previously circulated by the CEO. A number of expense items were questioned, notably the provision for legal expenses, and internal audit and training fees.

There was general acceptance that GAPTC needed to raise its membership fees above the 5% increase levied by the National Association of Local Councils. It was agreed to set the percentage increase in membership fees at the Committee’s January meeting when revised Budget figures would be considered.

**Bank signatories**

It was agreed that Richard Crighton should be appointed as a second authorised signatory for GAPTC’s bank account.

**Dates of meetings in 2025**

AP proposed the following dates for meetings in 2025, which he would circulate to all members for approval.

* Thursday 23 January 2025 – Executive Committee
* Thursday 27 March 2025 – Executive Committee
* Thursday 29 May 2025 – Executive Committee
* Thursday 10 July 2025 – Executive Committee
* Saturday 26 July 2025 – Annual General Meeting
* Thursday 25 September 2025 – Executive Committee
* Thursday 27 November 2025 – Executive Committee.

**Nominations for President**

The CEO reminded the meeting that The Right Reverend Christopher Hill would be retiring as GAPTC’s President at the AGM and invited Committee members to submit suggestions for his successor.

There being no further business, the meeting closed at 7.48pm.