



County Durham
Association of Local Councils

73rd ANNUAL GENERAL MEETING

12 October 2019

10:00

COUNCIL CHAMBER
COUNTY HALL
DURHAM
DH1 5UF

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10 September 2019

Dear CDALC Association and Executive Committee Members.

73rd ANNUAL GENERAL MEETING
THE COUNCIL CHAMBER, COUNTY HALL, DURHAM, DH1 5UF
SATURDAY 12 OCTOBER 2019 AT 10:00 AM.

I hereby give you notice of the **73rd Annual General Meeting** of the **County Durham Association of Local Councils**.

In accordance with clauses 9.2 and 11.1 of the constitution each local council, being a subscribing member of the Association, is entitled to appoint TWO representatives to attend however, only ONE may vote. Papers will be forwarded electronically to parish councils and a limited supply of Agendas and Annual Reports will be available at the AGM registration desk on the morning of the meeting. Could clerks please distribute a copy of this either in hard copy format or electronically to the councilor(s) who are representing their council at the AGM.

The Annual General Meeting is the most important meeting of the year for CDALC and it is hoped your council will send its two appointed representatives to attend.

Tea/coffee and bacon or egg sandwiches will be available from 9:00 until 9:45. This will provide you with the opportunity to have breakfast whilst networking prior to the meeting.

In order to make the appropriate catering arrangements I should be grateful if you could let me know the number of representatives who will be attending from your council by 30 September 2019.

Details of the AGM agenda, minutes of the 72nd AGM and the 2018/2019 Annual Report are contained in the following pages.

Best wishes.

Yours sincerely,

A handwritten signature in cursive script that reads "Slagg".

AGENDA

1. OPENING OF MEETING

The President of the Association will introduce Councillor K Corrigan, Chairman of Durham County Council and Mayor of Durham City to officially open the meeting.

Followed by a vote of thanks from David Bell, Chairman of CDALC

2. APOLOGIES FOR ABSENCE

3. MINUTES

To confirm as a correct record the minutes of the 72nd Annual General Meeting held on 20 October 2018 (copy enclosed).

4. ANNUAL REPORT AND ACCOUNTS

To consider for approval and adoption of the County Association's Annual Report and Statement of Accounts for the year ending 31 March 2019 (copy enclosed)

5. APPOINTMENT OF PRESIDENT

The President will hand over to the Chairman for the appointment of President: one nomination received for:-

Mr G M Morris MP - nominated by Brandon & Byshottles Parish Council & Spennymoor Town Council

DECISION REQUIRED	Members are requested to confirm the above nomination for the position of President of the Association
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The president will be given the opportunity to address the Association's Membership if desired and then progress with the following agenda items.

6. APPOINTMENT OF THREE VICE PRESIDENTS

To appoint three Vice Presidents.

- **Cllr. D Bell (Brandon & Byshottles Parish Council)** - nominated by Brandon & Byshottles Parish Council, Great Aycliffe Town Council, Lanchester Parish Council, Sacriston Parish Council & Spennymoor Town Council
- **Cllr. R Harrison (Sacriston Parish Council)** – nominated by Brandon & Byshottles Parish Council, Great Aycliffe Town Council, Pelton Parish Council, Sacriston Parish Council & Spennymoor Town Council
- **Cllr. P Quinn (Shildon Town Council)** – to be confirmed nominated by Shildon Town Council

Nominees will be given the opportunity to introduce themselves to Association members and a two minute speech if required.

DECISION REQUIRED	There is no ballot required. Members are requested to confirm the above nominations for the position of Vice Presidents of the Association.
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7. APPOINTMENT OF HONORARY TREASURER

To appoint an Honorary Treasurer: one nomination received.

Cllr A Blakemore from Sedgfield Town Council.

Nominated by Brandon & Byshottles Parish Council, Great Aycliffe Town Council, Sedgfield Town Council & Spennymoor Town Council.

DECISION REQUIRED	Members are requested to confirm Cllr A Blakemore as Honorary Treasurer for 2019/20
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8. APPOINTMENT OF HONORARY AUDITOR

To appoint an Honorary Auditor: one nomination received.

Great Aycliffe Town Council – D Austin (CPFA) is prepared to be re-elected as Honorary Auditor.

Nominated by Brandon & Byshottles Parish Council, Great Aycliffe Town Council & Spennymoor Town Council.

DECISION REQUIRED	Members are requested to confirm D Austin as Honorary Auditor of the Association for 2019/20.
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9. COUNTY EXECUTIVE COMMITTEE

Each of the thirteen CDALC Area Committees shall nominate one (1) member for appointment to the Executive Committee. Nominations recorded to date follow

Bishop Auckland & Shildon	Cllr. D Fleming
Chester-le-Street	Cllr. S Hann
Durham City	Vacancy
East Durham	Cllr. I Roberts
East Durham Rural Corridor	Cllr. A Hedley
Four Together	Cllr. H Neve
Mid Durham Rural West	Cllr. J Turnbull
Newton Aycliffe	Cllr. W Mellors
Spennymoor	Cllr. R Highley
Stanley	Cllr. A Clegg
Teesdale	Cllr. D Kinch
Three Towns	Cllr. T Batson
Weardale	Cllr. D Ellwood

If Area Committee representatives for the Executive Committee have changed could area secretaries please let the Executive Officer have details as soon as possible.

Three areas outside of County Durham have parish councils in membership of the Association. These areas are also eligible to appoint a representative to the Executive Committee. Details of nominations received are as follows:-

Darlington Borough Council area (High Coniscliffe & Hurworth)	Cllr. Mr P Foster
Gateshead MBC area (Lamesley)	To be notified
City of Sunderland area (Hetton)	Cllr. Mr R Heron

In addition to the above the Chairmen or Vice Chairmen of the Larger and Smaller Local Council Forums attend Executive Committee meetings in a non-voting capacity to represent the views of their Forum members:

Larger Councils Forum	Chairman - Cllr. D Fleming (Bishop Auckland) Vice Chairman – Cllr. I Roberts (Horden)
Smaller Councils Forum	Chairman - Cllr. E Forrester (North Lodge) Vice Chairman - Cllr. T Batson (Tow Law)

DECISION REQUIRED	To confirm the above as members of the CDALC Executive Committee.
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PLEASE NOTE: THERE WILL BE AN EXECUTIVE COMMITTEE MEETING HELD IMMEDIATELY AFTER TODAY'S AGM TO APPOINT A CHAIRMAN AND VICE CHAIRMAN FOR THE ENSUING YEAR.

COULD ALL EXECUTIVE COMMITTEE MEMBERS ELECTED TODAY AND THOSE CHOSEN BY CDALC AREA COMMITTEES BE AVAILABLE TO ATTEND THIS MEETING.

10. NATIONAL ASSOCIATION OF LOCAL COUNCILS (NALC) AGM REPRESENTATION

To appoint up to three representatives to attend the National Association of Local Councils Annual General Meeting.

It is proposed that up to three members of the Executive Committee are selected to attend this meeting.

DECISION REQUIRED	To confirm the above proposal.
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11. NALC NATIONAL COUNCIL REPRESENTATION.

To appoint a representative and deputy to serve on the above Council.

It is proposed that the Chairman and one Member of the Executive Committee be appointed as representative and deputy respectively. The Executive Committee be granted discretion to appoint deputies to meetings of the NALC National Council as required.

DECISION REQUIRED	To confirm the above proposal.
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12. AFFILIATION FEE INCREASE 2020/21

NALC SUBSCRIPTION INCREASE 2020/21

The NALC Management Board recommended that the NALC Assembly be invited to support recommending that the AGM agree the increase in affiliation fee for 2020/21. Subsequently, the NALC National Assembly met on the 9 July and agreed to a proposal to increase affiliation fees to 7.20p per elector with a cap of £1,840 for larger councils.

This will be further discussed at the NALC AGM on 28 October. Details will be reported to member councils once the AGM has made its determination.

CDALC SUBSCRIPTION 2020/21

As you will see in the Annual report the Association balances are around £91,500 at 31 March 2019. This is expected to decrease to around £83,000 at 31 March 2020.

Executive Committee members are therefore recommending that the CDALC affiliation fee should continue to be 10p per elector until such time as the Associations balances require an increase in fees.

A further recommendation will be made at the 2020 AGM regarding any subscription changes for 2021/22

DECISION REQUIRED	To note the proposed NALC 2020/21 subscription fee increase and the freezing of CDALC subscription fees for 2020/21.
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13. MOTIONS FOR DISCUSSION

There have been no motions for discussion proposed by members

DECISION REQUIRED	No decision required – for information only.
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14. DATES OF MEETINGS FOR 2020

Executive Committee Meetings 4 March, 3 June, 2 September, 2 December

Annual General Meeting – provisionally 10 October immediately followed by a meeting of the Executive Committee to appoint a Chairman and Vice Chairman.

Larger and Small & Medium Local Council Forum meetings provisionally determined as 20 February, 21 May, 23 July, 19 November

CDALC Area Committee Meetings to be held as considered necessary.

15. PRESENTATION

In February 2019 Durham County Council declared a climate emergency and set a new target of reducing their emissions by 60 per cent by 2030 and to make County Durham carbon neutral by 2050.

A number of local councils across the country are taking an interest in this and have already declared their own climate emergency statements. They are responding by trying to do their best to assist with climate change etc. For example, in County Durham I am aware of two councils who have installed solar panels to assist with the production of clean electricity.

Claire Thompson from Capability North East and Nadia Wetherell (Sustainability & Climate Change Officer from DCC) will give us an insight into climate change and how parish councils can do their best to assist with the current climate change problems.

Minute No.	Agenda Item	Action Required
1	<p>The President of the Association introduced Cllr. J Lethbridge, Chairman of Durham County Council and Mayor of the City of Durham, who officially opened the meeting.</p> <p>Cllr Lethbridge and his consort had to leave for another function immediately after his address. His address touched on the relationship between the County Council and parish councils as well as praising the work parish and town councils do at a very local level.</p> <p>The CDALC Chairman David Bell thanked Cllr Lethbridge for his kind words and for coming along to open our Annual General Meeting.</p>	
2	<p>Apologies of absence were recorded for representatives from Cllr H Nicholson (Shildon) Monk Hesleden Parish Council, L Swinbank (Hawthorn Parish Council), Cllr E Connor (Horden), J Ayre and Cllr A Blakemore (Sedgefield Town Council) and L O'Donnell (DCC)</p>	
3	<p>Members confirmed the minutes of the 71st Annual General Meeting held on 21 October 2017 as a true record of events and the President signed the minutes accordingly.</p>	
4	<p>The CDALC Annual Report including the Statement of Accounts for year ending 31st March 2018 was submitted to the meeting for approval.</p> <p>Members noted the content of the report and resolved to approve it. There were no questions arising from these documents.</p>	
5	<p>The Chairman informed members of one nomination for the President's position. A ballot of members was not required.</p> <p>Members voted and resolved to elect Grahame Morris M.P. as President of the Association for the forthcoming year.</p> <p>Grahame addressed Association members and thanked them for re electing him and he looked forward to representing them over the forthcoming year. He was honoured to take up this position for another year.</p>	
6	<p>With three positions to be filled and only three nominations for the position of Vice President for 2018/19, members resolved to elect the following :-</p> <p>Cllr. D Bell (Brandon & Byshottles Parish Council) Cllr. A Blakemore (Sedgefield Town Council) Cllr. R Harrison (Sacriston Parish Council)</p>	
7	<p>HONORARY TREASURER</p> <p>Cllr Blakemore was the only nomination for the position of Honorary Treasurer and members duly resolved to appoint him as Honorary Treasurer for 2019/20.</p>	

8	<p>HONORARY AUDITOR</p> <p>One nomination for the post of Honorary Auditor had been received and it was resolved that Mr. D Austin be appointed as the Association's Honorary Auditor.</p>	
9	<p>COUNTY EXECUTIVE COMMITTEE</p> <p>In accordance with the CDALC Constitution each of the thirteen CDALC area committees is eligible to elect one representative to the CDALC Executive Committee.</p> <p>Details of the CDALC area committee nominations and Larger and Smaller Council Forum representatives were noted by members.</p>	
10	<p>NATIONAL ASSOCIATION LOCAL COUNCILS (NALC) AGM REPRESENTATION</p> <p>It was resolved that representatives to the National Association's AGM be comprised of up to three members of the County Executive Committee and that these members should be chosen by Executive Committee members.</p>	
11	<p>NATIONAL ASSOCIATION OF LOCAL COUNCILS – NATIONAL COUNCIL REPRESENTATION.</p> <p>It was resolved that the Chairman and one member of the Executive Committee be appointed as representative and deputy respectively with the Executive Committee granted discretion to appoint further deputies as required.</p>	
12	<p>MEMBERS OF A KINDRED SPIRIT</p> <p>It was resolved that the following be invited to be co-opted to the Executive Committee as members of a kindred spirit.</p> <p>L O'Donnell, Assistant Chief Executive Durham County Council Cllr. B Stephens – DCC Cabinet portfolio holder for partnerships Jo Laverick, Durham Community Action.</p>	
13	<p>AFFILIATION FEE INCREASE 2018/19</p> <p>Members were informed of the proposed 1.9% increase in NALC subscription fees from 6.86p to 6.99p per elector for 2019/20. Members noted this increase in fee</p> <p>Members also noted that, as a result of previous discussions, the CDALC affiliation fees would be retained at 10p per elector until 2019/20 when a decision would be needed to see if any further increases be required for 2020/21 and beyond, bearing in mind the reserve balances held at that time by the Association.</p>	
14	<p>There were no motions for discussion.</p>	
15	<p>Members were informed and noted details of the dates for next years cycle of meetings.</p>	
16	<p>Thornley Parish Council Clerk David Moore gave members an insight into why they are producing a series of short videos giving their parishioners the opportunity to see exactly what the parish council is providing for them.</p> <p>Details also included who they had commissioned to produce the videos and cost of production.</p> <p>Members then watched the first (Summer) edition of four videos.</p> <p>Questions were then asked of David Moore concerning the video.</p>	

17	Members were thaked for their attendance and the meeting closed at 11:20	
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Signed _____

Dated September November 2018

President County Durham Association of Local Councils