



EXECUTIVE COMMITTEE MEETING MINUTES

DATE: 22 July 2022

TIME: 10am to 12 noon

FORMAT: Via Zoom

ATTENDANCE Cllr K D Johnson (DAPTC Vice-Chair/ Towns and Larger Parish Councils Committee Chair), Cllr Lindsey Dedden (Towns and Larger Parishes), Cllr Peter Bowyer (Chair Purbeck Area), Cllr Chris Turner (Chair Western Area), Cllr Steve Butler (Chair Eastern Area), Cllr Janet Wallace (Eastern Area and NALC Representative)

CHAIR: K D Johnson

DAPTC: Neil Wedge (Chief Executive)

Ref: Items

Welcome, apologies and declarations of interest

22/15 Apologies received from Cllr Stuart Waite, Cllr Jill Crouch, President John Parker, Vice President Tony Gibb, Donna Yea, Cllr John Broom, Cllr Sarah Jackson and Cllr Jacqui Sewell.

There were no declarations of interest.

Confirmation of Minutes – 12 May 2022

22/16 **Approved:** The minutes for the above meeting were approved as a true record.

Chief Executive's Report

Received: The Chief Executive's Report was noted.

a) Working Together Draft Charter

The Chief Executive ran through a briefing note for the Executive Committee on proposals to progress a charter between members and Dorset Council. This document would be updated with a timeline and used at the Clerks' Conference on 14 September 2022 at Kingston Maurward.

Action: Chief Executive to use the draft Working Together document as the basis for a briefing document to clerks at the 14 September event.

22/17

b) CiLCA Bursary

Approved: The proposal to support the initial CiLCA cohort in 2022 was agreed.

Action: Chief Executive to use the bursary agreed to launch the communications about CiLCA mentoring coming back in county.

c) Website and Customer relationship Management System

Approved: The Chief Executive was asked to start to gather quotes for a new website and CRM system.

Action: Chief Executive to work with the team to develop a website specification before contacting suppliers.

Financial Report

a) Auditor's Comments 2021/22

Approved: Chief Executive to progress the opening of a CCLA investment account to hold the funds currently held with NS&I.

Action: Chief Executive to contact when appropriate members of the Executive that volunteered to become signatories for both CCLA and the new Lloyds Bank current account.

b) Budget Update 2022/23

Received: The Treasurer's Report was noted.

c) Financial Report to 30 June 2022 and Year End

22/18

Received: The year end accounts have been audited and signed off ready for the Annual Report and AGM.

d) Banking Arrangements and Mandate

Chief Executive asked for volunteers to be added to the bank mandate for DAPTC.

Action: Chief Executive to contact when appropriate members of the Executive that volunteered to become signatories for both CCLA and the new Lloyds Bank current account.

e) Confidential Item

Approved: The honorarium for the Treasurer was reviewed and approved for 2022/23.

Action: The Chief Executive was to convey the change.

2022 Annual General Meeting

a) Draft Annual Report

The Chief Executive shared that the draft Annual Report would be distributed ahead of publication for Executive Committee members in September.

b) Format and Timeline for 2022 AGM and 2023

The Chief Executive presented the proposed format and timeline for the AGM which included the provision for an extra-ordinary AGM in Spring 2023.

22/19

Approved: Members to receive a snap poll to gather feedback on the most appropriate format for the 2022 AGM.

Action: Chief Executive to communicate the format for the AGM having undertaken a 'snap poll' with members to gather their views as to whether the AGM should be in person or online.

c) Constitution Changes for 2022

Approved: The recommended changes to the constitution be put forward to the 2022 AGM for approval by members.

Action: Chief executive to finalise the summary of constitution changes and distribute them to member councils and publish them on the dedicated webpage.

d) Role Profiles

The draft role profiles were distributed, and Executive Committee members were asked to provide any further feedback to the Chief Executive. Peter Bowyer is to share a draft on Area Committee Chairs.

Receive Reports from Area Committees and Representatives

22/20 **Received:** Reports were noted from Area Committees and also from DAPTC's representative on the Rural Crime Reduction Board.

Items to report or agenda items for future meetings.

22/21 Note: the date of the next meeting had been moved from 2 September 2022 to 9 September 2022 due to staff holiday.

Meeting closed 12:22pm

EXECUTIVE COMMITTEE ACTIONS

Action	Description	Who?
	Working Together Charter Draft	
22/17	Chief Executive to use the draft Working Together document as the basis for a briefing document to clerks at the 14 September event.	Chief Executive
	CiLCA Bursary	
22/17	Chief Executive to use the bursary agreed to launch the communications about CiLCA mentoring coming back in county.	Chief Executive
	Website and Customer Relationship Management System	
22/17	Chief Executive to work with the team to develop a website specification before contacting suppliers.	Chief Executive
	Auditor's Comments	
22/18	Chief Executive to contact when appropriate members of the Executive that volunteered to become signatories for both CCLA and the new Lloyds Bank current account.	Chief Executive
	Banking Arrangements and Mandate	
22/18	Chief Executive to contact when appropriate members of the Executive that volunteered to become signatories for both CCLA and the new Lloyds Bank current account.	Chief Executive
	Confidential Item	
22/18	The Chief Executive was to convey the change.	Chief Executive
	Format and Timeline for AGM 2022 and 2023	
22/19	Chief Executive to communicate the format for the AGM having undertaken a 'snap poll' with members to gather their views as to whether the AGM should be in person or online.	Chief Executive
	Constitution Changes	
22/19	Chief executive to finalise the summary of constitution changes and distribute them to member councils and publish them on the dedicated webpage.	Chief Executive

End.