

ANNUAL GENERAL MEETING MINUTES

Date:	Wednesday 23rd June 2021	
Place:	Virtually via Microsoft Teams	
Times:	0930 - 1015	
Attended:	Ann Wright, Carmel Clapson, Caroline O'Neill, Chris Bunting, Chris Siddall, Chris Hunt, Christina Fuller, David Stockdale, Debbie Kaye, Gina Johnson-Hirt, Iain Varah, Ian Brooke, Ian Waller, Ishbel Murray, Jane Wilson, Jon Hogan, John Wileman, Julie Russell, Karen Whitfield, Kerry Taylor, Lance Juby, Lisa Howarth, Liz Cooper, Liza Howarth, Mandy Hare, Mark Allman, Mark Owers, Matthew Partridge, Melanie Norris, Michael Cross, Michael Shepherd, Michaela Nutt, Michelle Parker, Nigel Lynn, Noel Munnis, Paula Redway, Peter Freeman, Philip Walker, Richard Hunt, Sarah Richardson, Stefania Horne, Sue Thiedeman, Symon Easton, Tim Bryan, Tony Mabbott, Tony Witton, Val Birchall, Vincent Donaldson, Vince Paliczka, Zsuzsi Lindsay	
Apologies Received	Nick Atkins, Thorsten Dreyer, Ian Jones, Donna Pentlow, Jayne Knight, Ian Jones	
Item No.	Item Description	Relevant business considered, facts noted, decisions taken and actions agreed
1.	Welcome and Minutes from AGM 2020	<p>Val Birchall welcomed CLOA members on behalf of the Executive Committee.</p> <p>50 CLOA members participated in the AGM via MStTeams, which exceeded the quorate requirement for a minimum number of 25. A further 9 delegates joined for the remainder of the conference, plus a number of showcase presenters and panellists.</p> <p>The minutes of the AGM held on 23rd June 2020 were agreed as a true and accurate record.</p>
2.	Chair of CLOA Annual Report	<p>Val Birchall reflected on her second year in office, the full report is available here, highlights included:</p> <ul style="list-style-type: none"> • A programme of virtual roundtable events enabled CLOA members to share experiences, common challenges and knowledge regarding potential solutions on a wide range of topics including: <ul style="list-style-type: none"> ○ Tourism & the Visitor Economy ○ Climate Emergency ○ Culture under Covid ○ Topical issues for Archives

		<ul style="list-style-type: none"> ○ Tackling Health Inequalities ○ The Future is Phygital – Libraries roundtable <p>We hope to continue these into the future as they have proven enormously popular.</p> <ul style="list-style-type: none"> ● CLOA recently adopted an equality, diversity & inclusion statement in order to highlight our commitment to actively remove barriers and promote accessibility across the sector and in our activities, members and governance. We will be developing an action plan over the coming months. ● Immediate Past Chair Ian Brooke gave evidence to the House of Lords Select Committee on a National Plan for Sport and Recreation and Vice-Chair Debbie Kaye contributed to the Active-net online panel debate on ‘The future of public sector leisure - Post Pandemic’. ● Honorary Secretary Mark Allman is leading a key piece of work on the Future of Local Authority Sports & Leisure (in collaboration with APSE/LGA). The research will provide evidence-based guidance for councils, helping them to reconsider the role they play in supporting better place-based outcomes, including post COVID recovery. ● CLOA continued to work with strategic partners including LGA through regular discussions and attendance at the Culture Tourism & Sport Board. We collated member queries regarding the Arts Council England’s Cultural Recovery Fund, so that FAQs could be compiled specifically for local authorities who were considering applying. The Local Government Physical Activity Partnership, Chaired by Ian Brooke on behalf of CLOA, has recently developed a Climate Change position statement. ● Our collaborative project with Sport England, Navigating Local Systems, continued and we produced a set of learning resources and practical tools. ● Caroline O’Neill and Ian Jones have worked hard to ensure active participation from our Welsh members and highlighted the different constraints and initiatives. <p>In addition to those mentioned above, VB thanked Heidi Bellamy at Culture First for her energy and commitment and all those serving on the Executive Committee with specific mention given also to: Nigel Lynn, Matt Partridge, Jane Knight, Jane Wilson, Symon Easton, Tony Witton, Sue Thiedeman, Julie Russell, Iain Varah, Polly Hamilton and Stefania Horne.</p>
3.	Honorary Treasurers Report	Honorary Treasurer Vince Paliczka gave a report; a full version is available on the website here .

	and Budget for 21/22	<p>Key points included:</p> <ul style="list-style-type: none"> • The accounts for year ending March 31 2020 had been made available on the CLOA website in advance of the meeting. • VP advised that the final accounts show a surplus of £3,994; in excess of the cautionary deficit budget set due to the projected impact of Covid-9 on LA finances. • The association net assets now stand at £30,020. A Reserves Policy for the Association will be agreed in the coming year. • The 2020/21 budget is considered prudent and adjusts the budget for both known factors and anticipated risks. • There is no proposed increase in membership fees this year. • VP thanked Heidi Bellamy and Anelli Bryant for their support. • VB also thanked our principal sponsors Xn Leisure for their continued support and our new Associate sponsor BigWave Marketing. <p>VP proposed that members accept the final accounts for 2020/21 and agree the proposed budget for current financial year. The budget for 21/22 was accepted by all the members in attendance.</p>
4.	Constitutional Amends	<p>Members were asked to endorse a resolution to limit the time in the post of Vice Chair to a maximum of 3 years. A vote was taken, which was supported by all 50 of the members present and voting at the AGM.</p> <p>Members were also asked to support the reintroduction of the role of Honorary Secretary. This was supported by all 50 members in attendance.</p> <p>Both of these resolutions were duly passed as they were supported by at least two thirds of the members present and voting at the AGM.</p> <p>Action – HB to update the CLOA constitution in line with the approved resolutions.</p>
5.	Award of Honorary memberships	<p>Two people were awarded Honorary Membership, which seeks to recognise individuals who are making or who have made a significant contribution to the development of the cultural and leisure disciplines nationally and/or internationally. Martyn Allison was nominated by Julie Russell and Richard Hunt was nominated by Mark Allman.</p> <p>Action – Heidi Bellamy to formally advise both nominees of bestowment of an Honorary award.</p>

6.	Appointment of Executive Committee	<p>Val Birchall confirmed the appointment of the CLOA Executive; as no more than the required number of people were nominated, all candidates were automatically appointed.</p> <p>She then handed over role of Chair to Debbie Kaye, who will maintain this position for a period of 2 years.</p>
7.	AOB	<p>Val Birchall asked the members attending if there was any other business they wished to raise.</p> <p>Debbie Kaye paid tribute to Val Birchall as CLOA Chair in turbulent times, steering the association through the challenges presented by the Covid pandemic and adapting the model for the benefit of our members by introducing roundtables and virtual Executive meetings. Her legacy also includes the introduction of the EDI statement and improving CLOAs' positioning within the cultural realm.</p>