

Minutes of the Extra-Ordinary General Meeting of the Lancashire Association of Local Councils (LALC)

held virtually on Tuesday, 12th August 2025 at 6pm

Members present:

Alan Neal, Whitworth Town Council	Barbara Farbon, Bretherton Parish Council
Iain Hamilton, Halewood Town Council	Fiona Waterfield, Pleasington Parish Council
Phil Orme, Preesall Town Council	Keith Martin, Penwortham Town Council
Ivor Keys, Garstang Town Council	Maggie Howell, Salesbury Parish Council
Jan Finch, Catterall Parish Council	Jacqueline Hampson, Simonstone Parish Council
Steve Houghton, Wiswell Parish Council	Peter Collins, Newton with Clifton Parish Council
Richard Vickers, Whalley Parish Council	Alan Yates, Great Eccleston Parish Council
Pippa Lishman, Briercliffe Parish Council	Pat Hastings, Broughton Parish Council
Darren Cranshaw, Brindle Parish Council	One attendee unknown
Gordon Smith, Treales, Roseace & Wharles Parish Council	

Officers present:

Jessica Dibble, LALC Secretary (Chair)
Debra Platt, LALC Chief Officer

1. Welcome and Apologies

The Chair, Pat Hastings, opened the meeting and welcomed attendees. In accordance with the provisions of the existing constitution, which require an officer of LALC to preside in Extra Ordinary circumstances, it was determined that Debra Platt (LALC Chief Officer) would chair the meeting in place of the existing Chair.

This arrangement was made to ensure compliance with the constitution and to avoid any perception of bias, given Pat Hastings' involvement in drafting the revised constitution.

The Extraordinary General Meeting (EGM) is to consider and approve a revised constitution for LALC. The meeting was quorate, with attendance exceeding the twelve-member minimum, and the statutory notice period of 35 working days was met.

Constitution for Lancashire Association of Local Councils (LALC) - to consider the newly drafted constitution document following extensive work on updating its content.

It was noted that following issues raised at the 2024 Annual General Meeting, the Finance and Management Group was tasked with reviewing the constitution to improve accessibility and relevance. The objectives of this review were to finalise a

revised constitution for ratification, resolve procedural inconsistencies such as meeting notice periods, and clarify officer roles while streamlining governance structures.

The working group, comprising Cllrs Pat Hastings, Darren Cranshaw, Gordon Smith, and officer Debra Platt, met on several occasions to undertake a detailed review of the document, focusing on simplifying language and clarifying roles.

The review resulted in a number of significant revisions, including the streamlining of appendices so that Appendices 1 and 2 could be updated annually, the definition of roles for both the Executive Committee and Finance/Management Committees, and the separation of committee terms of reference to facilitate easier annual updates.

Discrepancies in meeting notice periods were addressed by resolving the inconsistency between Clause 6, which stipulated a 15-day notice period, and Appendix 3, which required 35 days.

Minor grammatical corrections, such as the inclusion of missing terms like “members” and “treasurer,” were identified and agreed to be implemented following approval.

A proposal was made during the meeting to adopt gender-neutral terminology, such as using “chair” instead of “chairman,” was noted and accepted for future revisions.

Resolved: A motion to adopt the revised Constitution (Version 7) was proposed and approved by majority vote. It was further resolved that the adoption would be subject to minor grammatical amendments, provided such changes did not alter the meaning or definitions of any clauses.

It was acknowledged that there would be a potential need for further revisions to the constitution in the event of the transition to a unitary system

The meeting formally recorded thanks to the working group members: Pat Hastings, Darren Cranshaw and Gordon Smith for their considerable efforts on the revised Constitution.

2. Close

The meeting closed at 18:14.

Minutes drafted by: Jessica Dibble
LALC Secretary
12/08/2025