Minutes of the ACL Council Meeting
held on 7 October 2021
by Conference Call

Association of Costs Lawyers

Council members present: Claire Green, Chair (CG), Francis Kendall, Vice-Chair (FK), David Cooper (DC), Adam Grant (AG), Kris Kilsby (KK), Jack Ridgway (JR), David Bailey-Vella (DBV)

Also present: Diane Pattenden (DP)

Apologies: Victoria Morrison-Hughes (VMH) , Ian Curtis-Nye (ICN), John Pennington-Jones (JPJ)

The meeting started at 11.am

Item	
1	Welcome and apologies
1.1	Apologies were accepted from VMH , ICN and JPJ.
2	Minutes of the council meeting held on 6 September 2021
	Subject to deleting reference in 9.2 to drafting a letter and inserting the word 'be' after 'would' in 11.4, the minutes were agreed for publication.
2	Actions
2.1	Item 5. DP to circulate the article to all council members. FK to send the agreed copy of the article to Neil Rose (NR).
2.2	Item 2. DC confirmed that the letter to the Law Society had been drafted.
2.3	Item 18. JR has made changes to the draft ACLT articles. It was agreed that once approved, ACL would arrange for the articles to be filed at Companies House. CG asked all council members to review the document and confirm their acceptance. JR emphasised that there were three points that needed advising on; two by the ACL accountant and one by a company lawyer. CG will forward the draft articles to a company lawyer for comment.
3	Nominations for position of Chair
3.1	It was agreed that CG should make an announcement at the London Conference that her term of office ends in May 2022 to try to create interest in the role. Members will be emailed in December with a view to having a Chair elect in place by January.
3.2	AG acknowledged that his term of office ends on 19 October 2021. He reported that at a recent meeting the LSB were keen for a smooth transition with regard to a replacement policy officer. AG has advised the LSB that he is happy to be co-opted to May 2022 and will work towards finding a replacement by January to work alongside him until May. AG will discuss the role with KK and ICN to decide who will take over.
4	Education Update
	Due to the confidential nature of this item, the text for item 4 has been redacted .

5	Policy Report
5.1 5.2 5.3 5.4	The CLSB Costs Lawyer competency statement consultation was discussed. AG expressed concern that ACLT could be significantly impacted by the consultation. He went on to say that he was prepared to help format the response but could not contribute substantially to the content. It was agreed that council members should respond to AG on all 5 questions. CG and AG will put together a draft response. AG reported that he has advised the LSB that the governance structure for ACLT has been updated. AG has also made the LSB aware of the work that Hook Tangaza is undertaking for ACL. It was agreed to add an agenda item for the November meeting to discuss and make a decision as to whether the 2022 training course will run.
6	Finance Report
6.1 6.2 6.3	CG asked FK and JPJ to meet to consider the ACL/ACLT accounts. She went on to say that she felt that the accounts were not easy to understand and suggested an overview of the presentation of the accounts. It was agreed that management accounts should be made available ahead of each council meeting. It was agreed that the Hook Tangaza invoice should be paid once the Board is in place.
7	PR and Marketing Report
	DP, Neil Rose (NR) and Rebecca Rose have a meeting with Senior on 11 October to look at the mock ups of the new format Costs Lawyer. DBV will join the meeting if he is able.
8	Operations Report
8.1 8.2 8.3 8.4	DP reported that she had visited the conference venue and should be signing the contract for 25 November within the next week. It was agreed that a council meeting would not be held on the night before the conference. Council members were asked to let DP know if they need accommodation on the $24^{th}/25^{th}$. Depending on the rate available for the conference hotel, alternative accommodation will be considered. Certificates will be presented at the end of the conference to recently qualified students.
9	2022 Membership renewal
	It was agreed to keep the membership rates the same as for 2021.
10	Date of future council meetings
	Friday 5 November 11am (via video conference) 10 December – in person (London)
11	Any other business
	There being no further business the meeting finished at 1.05pm