



## 2025.10.27-WS-Executive Committee Minutes

A meeting of the Executive Committee of the Sark Branch of the Commonwealth Parliamentary Association was held in the Assembly Room at 5pm on Monday, 27th October 2025. The Speaker, Paul Armorgie (PA), the Deputy Speaker, Jeremy La Trobe-Bateman (JLTB), Conseiller Carol Cragoe (CC), Conseiller Jimmy Martin (JM), and Conseiller Natalie Tighe (NT), and the Senior Operations Officer, William Spooner (WS), were present. The Speaker, in his capacity as chair of the Branch, welcomed everyone present.

It was reaffirmed that all minutes of Executive Committee meetings were to be circulated to all members of the Branch and published on the Chief Pleas website.

Agenda Item	Description	Comments	Ownership	Date of Conclusion
	There was a discussion around the use of Microsoft Teams with a 'show and tell' demonstration where documents for the Executive Committee are stored and how these could be accessed by Executive Committee members.	It was agreed that there should be a separate email group for all Branch members, for example, <a href="mailto:cpamembership@sarkgov.co.uk">'cpamembership@sarkgov.co.uk'</a> . The group would include all members of the Branch, that is the Speaker, the Deputy Speaker, all Conseillers, and, going forwards, all former Conseillers who are invited to become members of the Branch.	WS	03/11/2025
CPA 2025.001	Cardiff report to be circulated to all members	TBC on the establishment of Branch members' email.	NT	
CPA 2025.002	Make a CPA Sark Branch page on the CPA directory for example, like Alderney's page:	Every branch has an entry in the CPA's directory. There was discussion as to what this should include, based on Alderney's entry.	CPA	03/11/2025



	<a href="https://www.cpahq.org/directory/aldernay/">https://www.cpahq.org/directory/aldernay/</a>	<p>Proposed text to be circulated and to contact CPA headquarters to set up an entry in the CPA's directory for Sark.</p> <p>Contact details to be shared with the Executive Committee for the relevant team in CPA headquarters.</p>	WS	03/11/2025
CPA 2025.003	Access and explain to other Conseillers the CPA's Parliamentary Academy.	Discussion followed on the wealth of material available through the online Parliamentary Academy.	Ongoing	
CPA 2025.004	Encourage all Conseillers to complete as a minimum the 'Induction for New Parliamentarians course'.	Access to the Parliamentary Academy would follow once Sark had an entry in the CPA's directory.		
CPA 2025.005	Encourage the Speaker and the Deputy Speaker to complete the 'Advanced Course for Speakers and Presiding Officers' course.	The courses would be rolled out to all members, and everyone encouraged to participate. Discussions followed as to the best way to encourage take-up, for example, group learning and courses for the Speaker and Conseillers on particular committees.		
CPA 2025.006	Obtain 2026 conference dates including the forthcoming BMIR conference and various networks.	Prioritise what we can attend (definitely for the BMIR conference, two people - one man and one woman). WS explained that it was a 'must have' for Sark, as an active CPA member, to attend the British Islands Mediterranean Region (BIMR) conference.		



		<p>The next BMIR conference will be in Gibraltar, week commencing 15th June 2026.</p> <p>Sark's CPA membership entitles it to two places for parliamentarians and one place for an official.</p>		
CPA 2025.007	CPA Benchmarks	<p>There was discussion around CPA Benchmarks and this being an exercise to help improve Sark's parliamentary democracy. It was agreed that CPA Benchmarks would be returned to as a topic in the future, once an entry in the CPA's directory was completed and the Parliamentary Academy accessed.</p>	Ongoing	
CPA 2025.008	Explore funding from the Small Branches Regional Initiative Fund	<p>WS explained the Small Branches Regional Initiative Fund and possible opportunities, and that thought should be given as to what the Branch might seek.</p> <p>Publicity to be shared on the Fund with the Executive Committee, which outlines previous projects.</p>	WS	03/11/2025
CPA 2025.009	Participate in the various networks - CPA Small Branches, Commonwealth Women Parliamentarians, Commonwealth Parliamentarians with Disabilities, LGBT+.	<p>The CPA include various networks, including the CPA Small Branches (Deputy Adrian Gabriel), Commonwealth Women Parliamentarians (CWP) (Deputy Sasha Kazantseva-Miller) and Commonwealth Parliamentarians with Disabilities (CPwD). There was discussion about how best to engage with these networks.</p>	NT to contact Deputy Gabriel and Deputy Sasha Kazantseva-Miller.	02/11/2025



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CPA 2025.010	CPA Crown Dependencies Network meeting on Sark in Feb or March 2026?	WS explained the possibility of the Crown Dependencies Network meeting on Sark next year. This would be an opportunity for the Branch and all its members to meet with neighbouring Crown Dependency counterparts.  Guernsey Branch Secretary to be notified and next steps to be shared with the Executive Committee.	WS	03/11/2025
CPA 2025.011	Is a Branch Secretary required?	It was agreed for NT to take on the role of interim Branch Secretary and that this would be re-visited. WS explained that, typically, the role is carried out by an official and that the presence of an official also assisted in ensuring opportunities for officials to access the CPA resources, as well as by parliamentarians.	Ongoing	
CPA 2025.012	Westminster Visit	17-20/11/2025 - It was agreed that CC should attend the visit to the Palace of Westminster organised by the Guernsey Branch in November. No public funds would be used during the course of the trip.  Guernsey Branch Secretary to be notified that CC is the Sark attendee for the visit to Westminster.	WS	03/11/2025