



**Essex Association of Local Councils
Minutes of the Executive Meeting
9th August 2017
42B High Street Great Dunmow CM6 1AH**

Name	District	Name	District
CLlr Jim Devlin	Basildon	CLlr McPherson-Davis	Basildon
		CLlr Don Smith	Braintree
CLlr Peter Davey	Brentwood	CLlr Richard North	Brentwood
CLlr Alan Acott	Castlepoint	CLlr Keith Miles	LLCF
CLlr Stuart Berlyn	Chelmsford	CLlr Peter Brown	Chelmsford
CLlr John Gili-Ross	Colchester	Brian Hindley	Colchester
CLlr Mrs Sheila Jackman	Epping Forest	Kathryn Richmond	Epping Forest
CLlr Jon Anderson	Maldon	CLlr A Hafiz	Maldon
CLlr Mrs Mandy Cohen	Rochford	CLlr Roy Martin	Rochford
CLlr Mrs Linda Belgrove	Tendring	CLlr Michael Talbot	Tendring
CLlr Alan Townsend	Uttlesford	CLlr Hamish McIlwrick	Uttlesford

Also Present

Joy Darby	Chief Executive Officer
Linda Golding	Assistant Chief Executive Officer
Pearl Willcox	County Training Officer
Charlene Slade	Responsible Financial Officer

In the Chair

Cllr John Gili-Ross	Chairman
Cllr Peter Davey	Vice Chairman
Cllr Mrs Sheila Jackman	Vice Chairman

1. Chairman's Welcome and Announcements

The meetings and events attended or to be attended from the last EALC executive meeting to August 2017 are shown below.

- ✓ Newport PC Members meeting - Newport
- ✓ Tendring District Association – Beaumont-cum-Mose
- ✓ Basildon Association Meeting – Little Burstard
- ✓ Parishes Superfast Essex Presentation - Chelmsford
- ✓ Braintree Association Annual Meeting - Braintree
- ✓ Cllr Ian Grundy Meeting – ECC Highways County Hall

3. Apologies for Absence

Cllr Mrs Helen Edwards	Braintree
Cllr Mrs Valerie Morgan	Southend
Angela Balcombe	ECC
Simon Walsh	ECC

4. Minutes

4.1 Minutes of the Executive Meeting held on the 20th July 2017

The minutes were agreed as presented and subsequently signed by the Chairman.

5. Personnel – Cllr Gili-Ross to report

Cllr Gili-Ross reported that there had not been a Personnel Committee and there was nothing to report.

6. Finance

6.1 Annual Accounts EALC

Executive Members are asked to approve the accounts.

Statement of Financial Position - Balance Sheet

- Increase in payments in advance changes the figures from deficit to a surplus of £2074.89 (Note 7 – Statement of financial position)
- Clerks bursary change that alters the current account figure to £18,585.64 (Note 7)
- Accounts now show a surplus of £2074.89

Statement of Reserves

- Change in totals, are reflected in the closing balance on the statement of reserves.

Notes to the accounts

- Noted

Cllr Michael Talbot congratulated the staff on good financial management. Cllr David McPherson-Davis stated that the current level of finances was acceptable.

Cllr John Gili-Ross congratulated the staff team, and the Financial Committee on the excellent work.

It was proposed to accept the accounts of the EALC to be presented to the EALC AGM, and the accounts of EA (2013) Ltd – Proposal made by Cllr David McPherson-Davis
Proposal seconded by Cllr Peter Davey
All Members present agreed the accounts, and the proposal was resolved.

6.2 Annual Accounts EA (2013) Ltd

The Responsible Finance Officer has changed the layout to mirror the EALC Accounts and reported that they have now been submitted to Companies House and HMRC successfully.

Statement of Financial Position - Balance Sheet – Noted

Income and expenditure – Noted

Notes to accounts – Noted

6.3 Budget Report

The Treasurer announced a change in layout of the budget report from 1st April 2017. This will be provided for the Finance Committee for approval. The Auditor, The Treasurer and the Finance Officer have agreed changes to demonstrate the finances in a more acceptable way,

which will make Year End simpler and give Executive Members and the Membership a clearer understanding.

The Responsible Financial Officer will report to the next Executive the following documentation

- Budget report
- YTD
- Expected Forecast
- Plan

6.4 Bank Balances – Noted

6.5 Statement of Reserves 31st March 2017 – Noted

6.6 Affiliation Fee to be proposed to the Membership at the EALC AGM

The Finance Committee proposes an increase in fee of 1.9% to be put to the AGM in September.

An increase in fee of 1.9% was proposed by Cllr Mrs Jackman and seconded by Kathryn Richmond.

All Executive Members were in agreement that a proposal of an increase in fees of 1.9% will be put to the EALC AGM.

Cllr Stuart requested thanks be recorded to the Treasurer and the RFO for their excellent work.

6.7 Affiliation Fee update

Mrs Slade reported that 1 Council had withdrawn from Membership giving the EALC a 99.6% affiliation level.

4 Councils were currently unpaid, but had agreed membership.

7. New Initiatives and Other Matters for Decision

7.1 CIF Revenue Funding

Waiting on response from Essex

7.2 Highways Update

Cllr John Gili-Ross met with Cllr Grundy at ECC with a number of key Highway Staff.

Mark Godston – Highway Communications

Andrew Cook – Highways and Transportation
An Advisor to Cllr Grundy on Highways Panel

A synopsis of the meetings was as follows

- Work more collaboratively with Highways - Extensive network who can support Highways
- Parish Agency Agreement – to undertake some minor works on Highways that the Parish are better placed to deliver than ECC. Andrew Cook led the discussion on this matter and it had made the ECC Board meeting, to work on the localism issue, and be able to deliver this in the future. It is now with Scrutiny Committee at ECC. Cllr Gili-Ross proposed that pilot Councils could be found to see if this idea may work. The idea was well received. The EALC could be looking at possibly up to 5 Councils to be included in the pilot. To agree to these devolved services the Councils should have a Foundation Level Award, with a balance of size of Council.
- 20 MPH Zone – Other Highway Authorities do support 20 MPH Zones, where Essex County Council do not have this in the ECC Policy. This will be looked at in the future.
- Training – ECC Highways are delivering training to principal authorities. The EALC to look at working with ECC, Joy Darby/ Pearl Willcox to look into this and contact Mark Godson.
- Andrew Cook stated that the Parish Clerks should be considered the same as the Principal Authorities.
- Fly posting will be included in the Agency Agreement.

A number of Executive Members spoke about the details provided by the Chairman and a debate about the issues was held. Executive Members were pleased to progress these matters further.

8. National Matters

8.1 NALC Report

Cllr Peter Davey gave the following report

- NALC AGM
 - October 30th and 31st October 2017
 - Rt Hon Sajid David Secretary State for Communities and Local Government – Key note Speaker
 - Angela Ripon – Dementia Champion
- AON – Business portfolio handed over to BHIB Ltd from the next policies – issues over other providers were discussed.
- Scrutiny Panel – Cllr Peter Davey is now Chairman of the panel.
- Scrutiny Panel to undertake an internal audit/ interviews for the new external auditors.

9. Essex Matters

9.1 Essex County Council – Apologies

9.2 County Training Officer Report

- 6th Planning Training has been completed – 120 Councillors/Clerks attended
- From January 40 courses & briefings
- 4 Data Protection
- Another set of Cllr Training days – 4th set this year
- 7 for Essex Equals 25 in October
- All courses fully booked at the moment

9.3 ERP June Monthly Bulletin

9.6 Invitation to new Cabinet Member for Highways.

Mrs Golding is waiting on a response from Cllr Grundy

10. Feedback and Next Agenda

10.1 Feedback 15 minutes of open forum for members to raise issues of mutual interest

- CALC Members may join together to create local associates in City, Districts and Borough areas
- AON also insures village halls
- Electric cars – in 40 years time caused some debate
- A report on ‘blue badges’ from Essex not being allowed to use in Southend
- Wayleaves on Parish Council owned lamp posts – company
- Good Employment guide – Councils should look at the new guide
- PSCO report owned by the Police and Parish Councils should not release these under Data protection.

11. Date of Next Meetings

19 th September 2017	EALC AGM
23 rd November 2017	Annual Executive Meeting

12. Meeting Closure

Meeting closed at 11.42

Signature **Date**