



**Essex Association of Local Councils
Minutes of the Executive Meeting
Held on 24th January 2018 at 10 am
42B High Street Great Dunmow CM6 1AH**

Present

Name	District	Name	District
Cllr J Devlin	Basildon	Cllr D McPherson-Davis	Basildon
Cllr D Smith	Braintree	Cllr Richard North	Brentwood
Cllr P Davey	Brentwood	Cllr Peter Brown	Chelmsford
Cllr A Acott	Castlepoint	Brian Hindley	Colchester
Cllr S Berlyn	Chelmsford	Mrs K Richmond	Epping Forest
Cllr Mrs S Jackman	Epping Forest	Cllr R Martin	Rochford
Cllr M Cohen	Rochford	(arrived item 7.1) Cllr J Anderson	Maldon
(arrived item 5.6) Cllr L Belgrove	Tendring	(arrived item 7.1) Cllr M Talbot	Tendring
Cllr H McIlwrick	Uttlesford	Cllr A Townsend	Uttlesford
(arrived item 8.3) Cllr Mrs S Barker	ECC		

*Traffic delays caused some Members difficulties in travelling; hence a number of Members were late.

Cllr Peter Davey	Chairman
Cllr Mrs Sheila Jackman MBE	Vice Chairman
Cllr David McPherson-Davis	Treasurer

Also Present

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

1. Chairman's Welcome and Announcements

Meetings Attended by the Chairman during the last period.

01.12.2017	Local Service Fund Launch
08.12.2017	Local Service Fund Panel Meeting
11.12.2017	Presentation to Maldon Town Council - Local Council Award
12.12.2017	NALC Finance and Scrutiny Committee
18.12.2017	EALC – Chairman - CEO Meeting
15.01.2018	NALC Strategy Meeting (Vice Chair/Finance Chair and CEO)
18.01.2018	EALC – Chairman - CEO Meeting

2. Apologies for Absence

Cllr Mrs H Edwards	Braintree	Cllr John Gili-Ross	Colchester
Cllr S Walsh	ECC	Cllr Abdul Hafiz	Maldon
Cllr K Miles	LLCF	Cllr Mrs V Morgan	Southend

3. Minutes

3.1 Minutes of the Executive Meeting held on the 23rd November 2017 (appendix 1).

Insert the following note into the minutes of the 23rd November 2018.

2.2 Finance Committee summary of resolution. It is noted that Cllr Mrs Jackman, Mrs Belgrove, Cllr Martin, Cllr Davey and Cllr Mrs Cohen were duly elected to the Finance Committee in a contested vote.

It was agreed to insert the following table and the note above.

Finance Committee Chairman will be the Treasurer – Nomination Cllr David McPherson-Davis			
<p>6 Members (Contested)</p> <p>Inclusive of a Larger Locals Council Forum Member</p> <p>The election for the 5 seats was contested and the following Councillors were elected by a contested vote</p> <p>Cllr Mrs Jackman Cllr Roy Martin Cllr Mrs Belgrove Cllr Peter Davey Cllr Mrs Mandy Cohen</p> <p>Mrs Kathryn Richmond was elected unanimously as the Larger Local Councils Representative.</p>	Cllr Mrs Edwards	Cllr Mrs Jackman MBE	Cllr Martin
	Cllr Berlyn	Cllr Martin	Cllr Davey
	Cllr Mrs Jackman	Cllr McPherson-Davis	Cllr Davey
	Cllr Martin	Cllr Mrs Jackman MBE	Cllr Mrs Cohen
	Cllr Mrs Belgrove	Cllr McPherson-Davis	Cllr Davey
	Cllr Davey	Cllr Mrs Jackman MBE	Cllr Martin
	Cllr Mrs Cohen	Cllr Mrs Jackman MBE	Cllr Martin
	<p>Larger Local Councils Nomination</p> <p>Mrs Kathryn Richmond</p>	<p>Proposer Cllr Martin</p> <p>Seconder Cllr McPherson-Davis</p> <p>The proposal was agreed unanimously</p>	

Cllrs in agreement that the minutes were correct with the above stated and were subsequently signed by the Chairman

3.2 Finance Committee Minutes 16th November 2017 (appendix 2)

Cllrs in agreement that the minutes were correct and were subsequently signed by the Treasurer

4. Personnel

Nothing to update as this time

5. Finance

5.1 Budget Report

Comparisons are made line by line between Column 4 Forecast compared with the Actual Column 1 last year

- Expecting that the EALC will achieve the Forecast income
- Other income line 4 reflects the new Local Service Fund Grant for six months
- Affiliation Fees as expected

- Training Grants are to be expected
- Transparency Fund will come to an end which is reflected in the forecast
- Payroll on target including the return of the maternity leave
- Local Service Fund administration cost is included in payroll forecast
- Tutor costs – more balanced, allowing the cost to be more clearly apportioned
- Premises on target
- Committee & Governance includes auditors fees and reflects an increase in Audit costs
- Bank charges now in place
- No bad debts are expected this year as credit control has been tightened
- Surplus expected for this year end

Plan Column 5

- Line 1 reflects increase in course prices
- Full Year in Agency services
- 2% inflation provision line 13 payroll

Next meeting after 15th Feb before March Executive

- 5.2 Notes – these are noted
- 5.3 Statement of Reserves – Noted
- 5.4 Bank Balances – well spread risk
- 5.5 Update the Financial Regulations from 3 to 4 signatories as agreed at the Executive in November 2017.

Proposer Cllr David McPherson-Davis
 Seconded by Cllr Mrs Sheila Jackman
 Unanimously agreed the Financial Regulations to be updated
 Webinar – for viewing

Legal Update to focus on accounts

- 5.6 Other Finance Matters to be raised by the Treasurer.

Cllr Mrs Linda Belgrove joined the meeting

6. New Initiatives and Other Matters for Decision

6.1 Local Services Fund – Report from Louise Gambardella was noted

Cllr Peter Davey spoke about the funding panel.

Total Fund of £500.00 over 3 years, with a monitoring process

6.2 Skills Audit – has been sent out, the Chairman asked that the audit be completed and returned to Mrs Golding. You will be asked at a time in the future if you are willing to share the information with the EALC or not. Nothing will be shared without the authorisation of the individual.

7. National Matters

7.1 NALC Report – Cllr Peter Davey

(Cllr Jon Anderson arrived following a difficult journey).

- The Data Protection Bill has had its third day of Report Stage in the House of Lords
 1. To support smaller organisations including Parish Councils,
 2. Provide for a discounted or no charge for Parish Councils regarding registration fees,
 3. An assessment of the economic consequences of measures they have taken for public authorities in particular Parish Councils.
- In response the Minister Lord Ashton confirmed agreement to issue advice to Parish Councils and recognised issues in relation to Parish Councils
- NALC has also held a short teleconference with the public sector policy team to discuss a number of issues such as support and guidance and they confirmed their agreement with our view that Clerks and Responsible Finance Officers cannot be the Data Protection Officer
- NALC are also pressing the Information Commissioner’s Office for sector specific support and they have written to say they will work with us on this, confirming that their dedicated telephone advice line for smaller organisations is available for parishes to use

- NALC has issued guidance and a toolkit will be available soon.
- Following the reshuffle of responsibilities of Ministry of Housing, Communities and Local Government ministers Sajid Javid MP, Dominic Raab MP, Jake Berry MP, Heather Wheeler MP, Rishi Sunak MP and Lord Bourne have now been published.
- As local government minister, the brief for Rishi Sunak MP includes local government policy, including local government reform, local government finances
- The Committee on Standards in Public Life has advised NALC that they will be launching their review of local government ethical standards by the end of January, focussing on councillor conduct
- A stakeholder consultation open until mid-May 2018
- The annual NALC Lobby Day annual parliamentary in Parliament will take place on the 20 March as part of the ALC Assembly Meeting.
- The Transparency Fund deadline for final applications is the 12 February.

Questions raised for investigation

If the individual Councillors should register with Data Protection

NALC – looking at a sector led body to be a Data Protection Officer

Do Councillors have to have a Council E mail address?

(Cllr Michael Talbot arrived after a difficult journey)

Cllr Mrs Jackman asked that the thanks be recorded of this Executive, for the work that is being undertaken at National Level by Cllr Peter Davey.

7.2 NALC Localisation of Council Tax Support

Basildon	Proposal to withdraw/decision to be made.	Colchester	Yes
Brentwood	No	Epping Forest	Yes

Braintree	Yes	Rochford	Yes
Chelmsford	No	Southend	Yes
Tendring	Yes	Uttlesford	

7.3 Parish Trigger

To be placed on the next agenda.

8. Essex Matters

8.1 Essex County Council – Cllr Walsh gave his apologies for the meeting.

Lord Gardiner Policy Round Table Event on digital connectivity information was noted.

8.2 County Training Officer Report

- Data Protection Courses this week with 2 more before the end of April
- Data Protection Officer Course to be run
- Cyber Security course in the planning
- Councillor Training Days in Feb and March
- Planning Briefings
- Allotment Course

All courses fully booked

Saturday courses excellent, the Chairman thanked Mrs Willcox for all her work.

8.3 Local Council Awards Update – Noted

The EALC is encouraging Councils to look at accreditation, through various different methods.

(8.1 was then discussed)

The Chairman welcomed Cllr Mrs Susan Barker who had arrived in place of Cllr Simon Walsh.

Cllr Mrs Barker explained that Essex County Council has agreed an increase of 2.99%, and 2% - Social Care.

Large increase in Council Tax, however it is important that the Council raised the precept this year. The increase has been triggered by adult social care, and the reduction in government grants.

Library services are looking at diversification into the services that the public want and how to make them fit for purpose. Funding for pavements and Broadband is important. ECC will continue with grant funding in various forms.

The pressures on funding are huge.

8.3 Transparency Fund Update – Report Noted

8.4 Essex Rural Partnership Newsletter December – Noted

9. Feedback and Next Agenda

9.1 Highways and the ability to raise objects on the NPFF – changes in the words from significant to severe (matter to be investigated). Raised by TDALC Cllr Mrs Linda Belgrove.

Matters to look into the following matters

- Lobby ECC Highways on placing parking restrictions on new development
- Use of Google Maps
- Look at the policy on new development – infrastructure is key
- Potholes are still an issue

The Chairman asked Cllr Mrs Barker for feedback

9.2 Local Service Fund – this is brilliant as it is a Revenue Fund. Following the first funding panel it is now agreed that Specials and Neighbourhood Plans will not be funded.

9.3 To thank ECC for the Community Initiative Fund, and the funds that have been awarded. Mrs Richmond thanked Mrs Barker, for her support.

9.4 Cllr Mrs Barker reported that Cllr Grundy was looking at the delegation of highway matters to the Parish Councils, for example the filling of pot holes.

9.5 Highway Surgery – Cllr Berlyn attended a Highway Surgery. This was a positive meeting. Cllr Grundy had a number of Highway Officers present to assist. This was a positive experience.

10. Date of Next Meetings

22nd March at 10 am at the EALC Offices in Great Dunmow

12. Meeting Closure

The meeting was closed at 12 noon