



**Essex Association of Local Councils
Minutes of the EALC Executive Meeting
Held on the 17th January 2019 at 10am
42B High Street Great Dunmow CM6 1AH**

Present:

Name	District	Name	District
Cllr J Devlin	Basildon	Cllr McPherson-Davis	Basildon
Cllr P Davey	Brentwood	Cllr Richard North	Brentwood
		Ms K O'Callaghan	ECC
Cllr S Jackman MBE	Epping Forest	Cllr A Walker	Colchester
Cllr M Cohen	Rochford	Mrs K Richmond	Epping Forest
Cllr A Hafiz	Maldon	Cllr R Martin	Rochford
Cllr L Belgrove	Tendring	Cllr M Talbot	Tendring
Cllr H McIlwrick	Uttlesford	Cllr A Townsend	Uttlesford
Cllr Susan Barker	ECC	Mrs H Symonds	Southend

In the Chair
Vice Chairman
Treasurer

Cllr Peter Davey
Cllr Sheila Jackman
Cllr David McPherson Davis

Also Present
EALC CEO
EALC Asst. CEO
Responsible Finance Officer
County Training Officer

Joy Darby
Linda Golding
Charlene Slade
Pearl Willcox

Business Transacted

1. Chairman's Welcome

The Chairman wished everyone a Happy and Healthy New Year.

Pearl Willcox was asked to go through housekeeping and emergency procedures.

The Chairman told members that Mrs Kerry Wood would be leaving at the end of February to go on maternity leave as she is expecting a baby boy. (At this point Kerry arrived in the meeting room from parking her car in the rear car park and was met with a round of applause by those present much to her embarrassment.)

Meetings attended by the Chairman since the last executive meeting:

28/11/2018	Meeting with the Chief Constable of Essex – BJ Harrington with the CEO
6/12/2018	Local Service Fund Panel Meeting
10/12/2018	Accreditation presentation – Maldon DC
11/12/2018	Chaired NALC Finance and Scrutiny Committee Meeting in London
10/01/2019	Chaired EALC Personnel Committee
10/01/2019	EALC Finance Meeting
17/01/2019	EALC Executive

2. Apologies for Absence

Cllr Helen Edwards	Braintree	Cllr John Gili-Ross	Colchester
Cllr Stuart Berlyn	Chelmsford	Cllr Janette Stilts	Maldon
Cllr A Acott	Castlepoint		

Not Present:

Cllr P Brown	Chelmsford
Cllr D Smith	Braintree

3. Minutes

3.1 Minutes of the EALC Executive Meeting held on the 22nd November 2018

Proposed amendment to page 679, 2nd line the sentence reads

Cllr Peter Davey and *Cllr Peter Davey* have been duly nominated and seconded. To be replaced with Cllr Peter Davey and *Cllr Jim Devlin* have been duly nominated and seconded.

Cllr Linda Belgrove asked that it was noted that the following items were raised but did not appear in the minutes of the meeting held in November 2018.

- Mental Health First Aid Training
- Essex Playing Field partnership working

Mrs Darby explained that the Mental Health Training will be rolled out, and the Essex Playing Field Association will form part of the New Strategic Plan, in developing strong partnerships.

4. Personnel

Cllr Peter Davey gave an update on the current progression of staff post the retirement of Mrs Golding. Staff have been involved in the negotiations, to develop a good plan to take the EALC into the future. The sustainability of the staff structure is important to give continuity in service and progression for staff members. The job advert for maternity cover will be out in the near future.

5. Finance (Papers circulated by Charlene Slade under separate cover)

5.1 Budget Report – Ms Charlene Slade talked through the budget report line by line, with an explanation that the figures for course income have been updated post the finance meeting to include the percentage increase in course fees for both plan years.

Cllr Peter Davey raised the point that without the grants to EALC from ECC, the Association would not be sustainable. Cllr Michael Talbot thanked ECC, as they are very supportive of the EALC and that ECC are not obliged to provide any funding.

Kirsty O’Callaghan asked where the grant to run the LSF is in the figures. The Chairman explained that the amount was included in the Agency Services.

Payroll figures are up to date and now reflect the NALC pay scale and new structure for 2019 / 2020.

Expecting a deficit of £12,888, when comparing course income against payroll recharge, this will be recovered over the next 2 years.

Interest – EALC are to test the market and see where the best interest is available, it was agreed to look at CCLA.

5.2 Statement of Reserves

Figures at 31st March 2018, statement of reserves are updated at the year end

Charlene Slade explained the Clerks Bursary.

5.3 Bank Balances

In future the Chairman asked for a cash flow update at the meeting.

6. New Initiatives and Other Matters for Decision

No matters to be raised.

7. National Matters

7.1 Cllr Peter Davey NALC Report – Noted

NALC Finances – NALC is now in a position of control of the finances. Cllr Peter Davey will be meeting with the NALC Auditor and progressing with certain aspects of the audit.

The NALC are advertising the new position of Head of Member Services, to ensure the Membership receive the services they require.

Co-opted Members – The NALC agree that they will pursue where possible to have co-opted Councillors eligible to receive an allowance. Currently only Councillors standing for election are able to claim allowances. All Councillors are eligible for expenses.

Ombudsmen – The NALC Policy Committee has agreed that this will become NALC policy.

Church – The NALC Policy Committee has rejected the application by the EALC for this to become Policy. The reasons for rejection in the view of the EALC CEO do not stand up to scrutiny. The EALC CEO will issue an appeal to this and provide data backing up the need for Central Government to repeal part of the LGA 1894 or to clarify the issue.

Local Council Awards – 324 Councils achieved an award, with 40 being provided at Gold Level.

NALC has been advertising the elections and Councils are asked to provide publicity as well.

NALC Spring Conference on the 11th February – will be interesting. Councils are encouraged to send delegates.

8. Essex Matters

8.1 Essex County Council

Cllr Susan Barker and Kirsty O’Callaghan were welcomed and presented reports to those present.

CLlr Susan Barker asked for Parish Councils to advertise and promote the elections. Key points of her presentation are noted below:-

- PD – Social Media (Feed information to Kirsty O’Callaghan)
- CLlr Barker is responsible for people, employing people is being brought back in house.
- ECC Budget is 2.99% big increase, Police also having a large increase. This will be a significant rise in Council Tax.
- The pressure on finances is huge, to keep a good balanced budget.
- Essex pay, will provide for the lowest paid to receive rises.
- Increases in blue badge holders due to the changes in criteria.
- New Homes bonus is going from next financial year.
- The challenges in the next 2 years for all tiers will be great.
- Libraries – they have been scored as a category 1, 2 or 3. There is an opportunity for the Parish Councils to look at running the library, CLlr Susan Barker will come to any group to see how the library can continue with the support of the community.
- CLlr Peter Davey explained how the Library building can become a Community Hub and how this can serve the community.
- CLlr Susan Barker explained that some buildings are not fit for purpose, and Councils and Communities come up with innovative to deliver a community service. This is about the service not the estate.

Kirsty O’Callaghan spoke to the Executive, and a PowerPoint presentation was provided and will be circulated by the EALC.

- The ECC are looking at how they can work with others, to support Health and Wellbeing.
- There are a number of key initiatives that the EALC can assist to promote to the councils.
- A Round Table discussion group managed at the EALC. It was most interesting to hear what is happening in the communities the Parish Councils serve.
- We are looking at increasing the Mental Health Training. CLlr Linda Belgrove spoke about the Mental Health Training that has been provided in Essex. The Council selected a diverse number of persons to meet up with the Trainer and receive the training. To get the 25 delegates, we needed to work hard. The training was excellent and the people benefited greatly and it was a real success. CLlr Belgrove has concerns for Councillors, who do receive some abuse, and how they cope after meetings.
- Kirsty O’Callaghan wants to work with the Parish Sector to develop services across Essex to support social isolation. There is a new phone number who will provide support for those identified within 24 hours.
- Community Agents do an excellent job, when people are signed off from community Agents they need to be referred onto the community. The Parish Council seems the right vehicle to pick these people up, or support the community network to do so.
- Jason Fergus (Head of Active Essex) would like to work with Parish Councils to develop community activity. 9.7 million has been awarded to cover 3 districts to support community activities.

- The ECC would like to look at obesity, and how Parish Councils can develop (Adrian) or support structure in the community.
- Healthy Awareness training – online training to be rolled out to the parishes.
- Social Media space – needs to be developed.
- Kirsty O’Callaghan will come out to speak to parishes, to help develop these initiatives.
- Active Essex and walk a daily mile.
- Care navigation will be an important link.

All contacts to be sent to Mrs Darby for circulation

8.2 Vice Chairman Reports

Vice Chairman – Cllr John Gili-Ross Reports

6 Dec 2018 Local Service Fund Panel Meeting
 6 Dec 2018 Police Fire and Crime Panel Meeting
 6 Dec 2018 Colchester Association of Local Councils Meeting
 10 Dec 2018 Springfield Parish Council - Quality Local Council Award Presentation
 12 Dec 2018 Fire & Rescue Annual Report and Strategic Plan
 13 Dec 2018 Colchester Local Highways Panel

8.3 Chief Executive Report (Mrs Joy Darby)

- 8.3.1 COF Minutes – Noted
- 8.3.2 Health and Wellbeing Conference Call J Darby & NALC - Noted
- 8.3.3 Health and Wellbeing – Sussex Report - Noted

8.4 Assistant CEO (Linda Golding) – LLCF 24th February, topics will include Gin and Lifeboats. The meeting is hosted by Great Dunmow and be held at Foakes Hall.

8.5 County Training Officer Report

- Elections course, around 86 delegates in November.
- Police Conference excellent event.
- Finished 2018 with advanced Cllr Training. After May there will be 4 sets of Cllr Training and 1 set of Advanced Cllr Training.
- Success of Saturday morning courses are well received.

Dementia Friendly Training to be developed, seek support from ECC via Kirsty O’Callaghan.

Cllr Davey acknowledged the work Mrs Willcox does, and thanked her for her enthusiasm.

8.6 Local Service Fund Update

This is now well established, with a good audit trail. We are signposting to other relevant funds.

8.7 Parish Council Development Officer No general report .

Legal Update – December 2018 – Noted

8.8 Office and Training Co-Ordinator

There are changes to Mrs Sheppard’s role and she will be responsible for all types of communications.

8.9 Office and Training Administrator – Noted

The role will be expanded and developed as the EALC advertises the Maternity cover.

The Chairman took the opportunity to tell the Executive that Kerry would be missed after she went on maternity leave and that she had done an excellent job with the EALC Website which she had brought up to a pristine level.

8.10 Essex Rural Partnership Newsletter – Noted

8.11 Community Led Planning Network Meeting

Report by Adriana Jones attending this meeting as a substitute for Joy Darby was noted. It was agreed that we should ask Adriana Jones to attend these meetings as she is the Tutor for such courses.

It was noted that Uttlesford District Council will be submitting the local plan on the 18th January 2019.

ECC will look at the Community Planning Network and feed back to Mrs Darby.

9. **Feedback and Next Agenda**

9.1.1 The following matters were raised.

The future of the CIF – Kirsty O’Callaghan

1. CIF – considerably fewer funds, Rochford still to be done. CIF will be continuing and the fund will be devolved to the EALC. The fund will be much smaller and include a fund for micro grants. The emergency fund will discontinue.
2. Social Media – well done to the EALC for picking this up, we need to get followers who can follow us and then develop their followers.

Mrs Darby explained about the way the EALC will be working on this in the future.

Cllr Peter Davey explained that the staffing new structure will support this initiative.

10. Date of Next Meeting

19th March 2019

11. Meeting Dates 2019

19 th	March	2019	(Tuesday) * Date change
16 th	May	2019	(Thursday)
18 th	July	2019	(Thursday)
5 th	September	2019	(Thursday)
21 st	November	2019	(Thursday)

EALC AGM and Annual Conference

19th September 2019

13. Meeting Closure

The meetings were closed at 11.50

Signed Date