



**Essex Association of Local Councils
Minutes Executive Meeting
21st March 2019
42B High Street Great Dunmow CM6 1AH**

In the Chair: Cllr Peter Davey
Vice Chairman: Cllr Sheila Jackman
Vice Chairman: Cllr John Gili-Ross
Treasurer: Cllr David McPherson-Davis

Present:

Name	District	Name	District
Cllr J Devlin	Basildon	Cllr D McPherson-Davis	Basildon
Cllr P Davey	Brentwood	Cllr Richard North	Brentwood
Cllr A Acott	Castlepoint	Cllr Helen Edwards	Braintree
Cllr S Berlyn	Chelmsford	Cllr P Brown	Chelmsford
Cllr J Gili-Ross	Colchester	Cllr R Martin	Rochford
Cllr S Jackman	Epping Forest	Mrs K Richmond	Epping Forest
Cllr A Hafiz	Maldon	Ms K O'Callaghan	ECC
Cllr L Belgrove	Tendring	Cllr J Anderson	Maldon
Cllr H McIlwrick	Uttlesford	Cllr M Talbot	Tendring
Mrs H Symonds	Southend	Cllr A Townsend	Uttlesford

Also, Present:

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

1. Chairman's Welcome

Cllr Peter Davey Chairman of the EALC welcomed those Executive Members present to the meeting. The Chairman gave thanks to Cllr Peter Brown and Cllr Hamish McIlwrick who are retiring this year, for their service to the EALC.

Cllr Davey announced that it was Linda Goldings last Executive Meeting. Cllr Davey thanked her for all her hard work over the years.

The Chairman attended the following events or meetings.

22.01.2019	Essex Rural Crime Forum
29.01.2019	NALC Management Board
04.02.2019	Galleywood Accreditation Local Council Award at Foundation Level Presentation
12.02.2019	Essex Rural Partnership Strategic Board
12.02.2019	EALC Chair/CEO Meeting
21.02.2019	Partnership Meeting of Essex, Kent, Surrey and Sussex, HWB Stone Kent
26.02.2019	NALC Finance and Scrutiny Meeting
26.02.2019	NALC Auditor Meeting
28.02.2019	LLCF – Great Dunmow
28.02.2019	EALC Interviews
01.03.2019	5 Year Plan – Essex Fire and Rescue Service – Launch
05.03.2019	Essex Partnership Assembly
06.03.2019	High Sheriff Awards – Essex Community Foundation
11.03.2019	Chairman/CEO Update
13.03.2019	NALC National Assembly
20.03.2019	Essex Health and Wellbeing Board

2. Apologies for Absence

Cllr M Cohen	Rochford	Cllr Alan Walker	Colchester
Cllr J Stilts	LLCF		

Not Present

Cllr D Smith	Braintree
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3. Minutes

3.1 Minutes of the EALC Executive Meeting held on 17th January 2019 were accepted

4. Personnel

Mrs Darby reported the following:

- The EALC failed to recruit to the maternity cover vacancy and had discussed the post, and agreed that they would fill the vacancy in a different way
- The Personnel Committee agreed this morning to recruit an apprentice and a Health and Wellbeing Officer
- The Health and Wellbeing Officer, was agreed to be a short-term contract of 8 hours a week for 2 months. The CEO will look for funding to continue with this post.
- The new job titles were agreed for the Finance and Training posts as the following
 - Executive Responsible Finance Officer and Buildings Manager
 - Executive County Training Officer

5. Finance

5.1 Budget Report

Changes have been made to the report due to VAT registration on the 1st February 2019.

- EALC will be slightly under budget for this year
- Final part of the year has been slow, sensitivity in the year due to courses
- With Elections, it has been a difficult 3rd quarter
- Changes in courses was explained by Mrs Willcox
- Publications increased and are greater than budget
- 4a – is now gross figure VAT will be paid or reclaimed
- Note 4 is now reassessed, now item 11

- 8 – 10 – Grants
- Payroll slightly over budget – payroll costs are reported in line with the new structure and NALC pay scales for 19/20
- Note 14 – All tutoring costs
- Note 15 costs of course requirements including catering.
- 16 & 17 – some of these were paid from ear marked reserves to offset the expenditure
- Note 22 - VAT returns each quarter to be paid or reclaimed.
- Planned years – 2 deficit budgets

5.2 Statement of Reserves

Statement of Reverses, as received

5.3 Bank Balances

Barclays £25,367.24 – Saver £5997.42 – Unity £34516.90

5.4 VAT Registration – Report from Mrs Slade, including letter sent to Membership

The Budget Report – was proposed by Cllr David McPherson-Davis and Seconded by Cllr Sheila Jackman and carried unanimously.

The Chairman congratulated Charlene Slade on the very efficient management of the introduction of VAT & the letter sent out explaining it all to the Parish/Town Councils.

6. New Initiatives and Other Matters for Decision

6.1 Health and Wellbeing Board – CEO Noted

6.2 Creation of a Health and Wellbeing Board for the Parish Sector.

It was proposed by Cllr Stuart Berlyn and seconded by Cllr Jim Devlin to create a Health and Wellbeing Board. The Executive voted unanimously in favour of the proposal.

Cllr Berlyn announced that Danbury Parish Council had created a Health and Wellbeing Committee.

Cllr Linda Belgrove agreed that she was willing to help and assist the EALC with a survey.

6.3 Health and Wellbeing Notes (LEP Group) – Noted

6.4 ECC Health and Wellbeing Board - Prevention Subcommittee

- 6.4. A Prevention Sub Committee – Noted
- 6.4 B Views are sought on frequency of meetings. Recommendation is 1/4ly initially followed by half yearly – agreed.
- 6.4.C Proposed Sub Groups
Recommendation to accept the proposed groups

<u>Group</u>	<u>ECC Lead</u>
Workforce	Chris French
Communities	Kirsty OCallaghan
Clinical prevention	Danny Showell
Early Years	Adrian Coggins
Planning and infrastructure	Laura Taylor Green
Economic Growth	ECC Officer/Mike Gogarty

It was agreed that issues such as mental health and lifestyle choices will form the terms across all the groups. The purpose is to define best practice nationally and locally and define what effective interventions local systems might chose to pursue

EALC Nominations for Groups

Executive Members are asked to name Representatives for these groups.

Workforce	
Communities	Cllr Stuart Berlyn and Cllr Abdul Hafiz
Clinical prevention	
Early Years	
Planning and infrastructure	Cllr John Gili-Ross and Cllr Peter Davey
Economic Growth	

- 6.4 EALC Strategic Plan – Update to be provided.

Mrs Darby apologised as the draft was not yet available.

- 6.6 125 Years of Parish Sector Councils – Celebrations.

The Local Government 1894 separated the functions of the Vestry (Church and other ecclesiastical charities) and transferred these to the newly formed parishes when coming into office.

The EALC can now consider if we shall like to arrange some celebration of the sector to make the 125 years.

Options

- Make the Annual General Meeting/Conference in September the focus for the celebration, this will bring Councils together – agreed and noted

- Have a Newsletter devoted to what the Parish Councils are doing to celebrate? Agreed
- Create a new award – Called the 125 Year Award for Councils to enter – Agreed

7. National Matters

7.1 Cllr Peter Davey NALC Report

- New Staffing Structure NALC
- New responsibilities to maintain the budget cannot breach expenditure but is able to increase income.
- Audit – programme agreed
- Lobby Day – to be held – possibly July
- New Code of Conduct – New course in June

7.2 NALC Policy Committee process

Members have been provided with the draft document. It is the CEOs view that the NALC should include a short paragraph which states the following. The NALC Policy Committee shall look at each application in such a way that it looks at how the NALC can support the motion, understand the issues raised and trust the County Officers views on how this affects grass roots.

This is due to a current view (held nationally) that the NALC Policy Committee look at how they can refuse the motion. Essex require a more positive approach, and seek greater partnership working.

Members expressed thanks to Mrs Darby for her work on policy.

7.3 EALC AGM Policy Submission – noted

7.4 EALC Policy Submission -Churches (LGA 1894) – This had now been agreed by NALC Policy and becomes part of the lobby process.

7.5 Society of Local Council Clerks Letter to NALC CEO/future partnerships Noted

7.4 NALC Data Sharing Agreement with CALCs – Approved

7.5 State of Rural Services Summary Report – noted

7.6 National Assembly – Health and Wellbeing – Noted

8. Essex Matters

8.1 Essex County Council

- Secured J9 Domestic Abuse training, free of charge/ Community Safety Partnership
- Mental Health Training available throughout the year
- Community Resilience and Community
- £50 k micro grants (£500)
- CIF – 4 Grant panels managed
- Goes Live 1st April – called CIFF (both capital and revenue)

8.2 Vice Chairman Reports

Vice Chairman – Cllr John Gili-Ross Reports

Activities undertaken since the last EALC meeting include;

- 10.01.2019 Audio Conference with PCC Marks Burns Williamson Chairman - Association of Police & Crime Commissioners. Discussions related to the Home Office Policy on its grants to Police and Crime Panels. A position was agreed and will be shared with relevant members.
- 24.01.2019 Police Fire & Crime Panel Meeting
Approval of the Police Budget.
Approval of the Fire & Rescue Budget.
Approval of the 2019 Fire & Rescue Plan
- 07.01.2019 Police Fire & Crime Panel Meeting - Address areas not covered at the January meeting. Crime statistics. Forward planning
- 20.01.2019 Exec Meeting National Association of Police, Fire & Crime Panels - Budget Review, Home Office Grants, Sector Development Initiatives.

A discussion was held on the benefits of Specials, the funding of Police Community Support Officers, and how the Parish Sector is able to support the police. There is a time lag between the decision to fund Specials and the recruitment process. There are also a number of Specials that then become Police Officers.

Vice Chairman Report – Cllr Sheila Jackman

- 28.02.2019 LLCF – Great Dunmow – very successful and the largest forum on record.
- 05.02.2019 Essex Partnership Assembly – this was about later years.

8.3 Chief Executive Report (Mrs Joy Darby) Noted

8.4 Assistant CEO (Linda Golding)

Retirement 31st March 2019.

8.5 County Training Officer Report(Pearl Willcox)

8.5A	Report	Noted
8.5B	Current Calendar	Noted
8.5C	CiLCA Stats	Noted

8.6 Local Service Fund Update(Louise Gambardella)

8.6B	Report	Noted
8.6C	Special Edition	Noted

8.7 Parish Council Development Officer (Amanda Brown)

8.7A	January Legal Update	Noted
8.7B	February Legal Update	Noted
8.7C	March Legal Update	Noted
8.7D	General Update	Noted

8.8 Office and Training Co-Ordinator (Rebecca Sheppard) Noted

8.9 Office and Training Administrator (Kerry Wood) Noted

Mrs Wood is now on maternity leave and wishes to thank you for the gift you bought her.

8.10 Essex Rural Partnership Newsletter x2

8.1A	ERP Newsletter – January edition 72	Noted
8.1B	ERP Newsletter – March edition 73	Noted
8.1C	ERP Strategic Board – September 2018	Noted
8.1D	Meeting Note: Meeting of Rural and Farming Network (RFN) Chairs	Noted
8.1E	ERP Strategic Leads	Noted

8.11 Essex Rural Crime Forum

8.11A	Essex Rural Crime Data – at Dec 2019	Noted
8.11B	WhatsApp and the Police	Noted
8.11C	Draft Minutes October 2018	Noted

8.12 Essex Highways Conference

Cllr John Anderson	Noted
Today/Tomorrow Stronger Together Report	Noted

Feedback will be given to ECC on the Highway Devolution project. There was a view that a small Council would not be able to take part in this devolution project. The very largest Councils may have similar issues as the areas are so large. The only way to solve the issue of whether this is going to be positive, the progress needs charting.

9. **Feedback and Next Agenda**

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

- Trees – responsibilities, Councils need to consider and ensure that you undertake risk assessments/ suitably trained professionals/staff. Have a professional Arboreal person. Consider the cables that may go through the trees, may cause an issue. All planting on the footway outside needs permission.
- Tree Charter – agenda item
- New houses – should solar panels be placed on all new Councils/ to be researched.
- Community fridges – research/ publish
- Elections – electoral role
- Notice Board – register with ECC if these are on ECC land.

10. **Date of Next Meeting**

16th May 2019 (Thursday) to start at 10.30
(New start time agreed for all future meetings).

11. **Meeting Dates 2019**

18 th	July	2019	(Thursday)
5 th	September	2019	(Thursday)
21 st	November	2019	(Thursday)

EALC AGM and Annual Conference

19th September 2019

12. Presentation to Mrs Linda Golding

The EALC Chairman thanked Mrs Linda Golding for all her hard work over the last 13 years. The Executive had made a collection and a beautiful bracelet was presented to Linda.

Mrs Golding spoke emotionally about her time at the EALC, the 65 Executive Meetings that she had attended over the 13 years and said how much she had enjoyed her roles and how the EALC had changed into an excellent organisation. During her time, she saw changes to the sector, staff come and go and changes in the Executive.

Following the Executive, a lite lunch was provided so that members were able to say their good byes (the lunch was funded by those attending).

13. Meeting Closure

The meeting closed at 12.30

Signature Date