



**Essex Association of Local Councils
Minutes Executive Meeting
23rd March 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 Helen Edwards	Braintree
Cllr Peter Davey	Brentwood	Cllr Richard North	Brentwood
Cllr Stuart Berlyn	Chelmsford	Cllr Peter Brown	Chelmsford
Cllr John Gili-Ross	Colchester	Brian Hindley	Colchester
Cllr Mrs Sheila Jackman	Epping Forest	Cllr Roy Martin	Rochford
Cllr Mrs Mandy Cohen	Rochford	Cllr Alan Townsend	Uttlesford
Cllr Jon Anderson	Maldon	Cllr Hamish McIlwrick	Uttlesford
Cllr Keith Miles	LLCF		

Staff Present

Chief Executive Officer	Joy Darby
Assistant Chief Executive Officer	Linda Golding
County Training Officer	Pearl Willcox
Responsible Financial Officer	Charlene Slade (until item 7)
Office and Training Administrator	Louise Gambardella (until item 7)

In the Chair – Councillor John Gili-Ross EALC Chairman

1. Chairman's Announcement

The Chairman announced the death of Mrs Tilly Pink – past Executive Member of the EALC, the Staff in her honour provided the refreshments for the meeting and accepted donations for her chosen charity, Farleigh Hospice. Cllr John Gili-Ross gave a resume of the wonderful work that she undertook working for the people of Essex, her community, the EALC, the WRVS and many other organisations. To celebrate her life the EALC Executive stopped to pay their respects for a short silence. Mrs Pink was a true friend to the EALC, working very hard over a large number of years. The EALC Executive meeting had pink cup cakes with handmade roses, a 'Tillytoria' (our version of a Victoria sandwich) and there was a display of pink roses on the conference table.

The EALC Executive

- wished Cllr Michael Talbot – Best Wishes for his 86th Birthday that day
- welcomed Louise Gambardella – new staff member
- welcomed Alan Townsend – new Uttlesford District Member

The meetings and events attended since the last EALC executive meeting to May 2017 are shown below.

- ✓ Chair and CEO Update Audio Meetings
- ✓ NALC MP Lobby Day – Portcullis House London
- ✓ Little Baddow Annual Meeting – Presentation of LCAS Certificate – re
- ✓ Springfield PC Annual Meeting – Springfield Chelmsford
- ✓ ERP Strategic Board Meeting – Chatham Green Chelmsford

The following appointments to committees are relevant to the wellbeing of communities in Essex but are not expensed through the EALC

- ✓ Police & Crime Panel Blue Light Consultation – Chelmsford
- ✓ Essex Fire Authority & Essex Police Collaboration Meetings

3. Apologies for Absence

Cllr Mrs Valerie Morgan	Southend	Cllr Michael Talbot	Tendring
Cllr Mrs Linda Belgrove	Tendring	Cllr Alan Acott	Castlepoint
Cllr Abdhul Hafiz	Maldon	Kathryn Richmond	Epping Forest

Vice Chairman – Chain of Office

Mrs Darby was requested to arrange for some prices for a simple chain of Office which can be worn by the Vice-chairmen when representing the EALC at meetings etc.

4. Minutes

4.1 Minutes of the Executive Meeting held on the 23rd March 2017 – with the correction to the apologies of the addition of Cllr Mrs Helen Edwards and a removal of her name from not present.

The minutes were agreed and subsequently signed by the Chairman.

5. Personnel – Cllr Gili-Ross to report

5.1 Other than the announcement of a new Staff member, Louise Gambardella, there was nothing more to report.

6. Finance

6.1 Budget Report – Tabled on the day

Cllr McPherson-Davis apologised for the late submission of the papers due to the end of year accounts.

The budget report does not include all the final figures as the accounts still require some work

- Courses slightly above budget
- Direct costs down
- Affiliation fee – one Council not in Membership,
- Major grants from Essex received as expected
- Other income – interest down
- Adjustment to other grant income – monies received for Member Councils
- Review of staff budget, all posts filled and a staff member on maternity pay – so higher

Expenses

- Gas and Electric down
- Office expenses down
- AGM costs lower/ income lower
- Audit fee down slightly

Bottom line looks good and the Treasurer responded by stating that we are cautious in the estimates that are provided

EALC wishes again to record thanks to the ECC for the grants they provide which enables the EALC to be sustainable.

6.2 Bank Balances

Identified £150 k – bond no longer receiving any notable interest

6.3 Statement of Reserves May 2016 – Noted

6.4 Affiliation Fee update

Current year – certificates of Membership 220 fees paid out of the 280 expected

NALC affiliation fee 80% now paid.

7. New Initiatives and Other Matters for Decision

7.1 CIF Revenue and Charity Funding – noted

7.2 Resignation of Vice President Peter Martin – noted

7.3 Fire Risk Assessment Review

The Fire Risk Assessment has been reviewed by the EALC Staff and was presented to the Executive for approval. On the 19th April Alan Smart who is a respected expert in this field and is qualified to tutor, undertook a Fire Risk Assessment and reviewed the policy and the actions that are undertaken on a regular basis. He toured the building and made a small number of recommendations.

It was proposed by Cllr Mrs Sheila Jackman and seconded by Cllr Don Smith to approve the Fire Risk Assessment; All Members voting in favour of the document.

7.4 Health and Safety Review

The Staff have reviewed the Health and Safety Policy and the revised document was presented for approval. It was noted that everyone is responsible for Health and Safety

Proposed by Cllr Peter Davey and seconded by Seconded by Mrs Sheila Jackman and all members present and voting approved the documentation.

7.5 EALC Buckingham Palace Garden Party and Service Award Nomination Form - Noted

7.6 EALC Council of the Year and questions format - Noted

8. National Matters

8.1 NALC Report

Scrutiny Report – Governance Review

- Review internal Governance progresses
- CALC responses including Essex has been undertaken
- Looking at structure and responsibilities
- Monitoring on Financial accounting system
- NALC to be able give a proper basis and ensure that staff take responsibilities for their budgets
- This work will be undertaken

NALC Spring Conference

- Dementia - focus
- Communities should take responsibility

Milton Keynes Conference

- October Conference

NALC Building Assessment

- Building assessment – including a full asbestos survey
- Cllr Peter Davey believes NALC needs to realise the asset, purchase a new building, and rent out part of it
- The building needs a significant amount of funds to be spent to bring it up to an acceptable standard
- The question Cllr John Gili-Ross asked, can NALC afford to keep the building?

Cllr Mrs Jackman has asked to minute the hard work Peter Davey has undertaken and the difficult issues that he has raised. All Members agreed.

Fire Evacuation Practice

The EALC evacuated the building in line with the Fire Policy and Training Needs

11am Minutes Silence

Staff and Executive Members joined Great Dunmow Town Council by the War Memorial for the 1 minutes silence in respect for those that lost their lives in Manchester due to an act of terrorism

8.3 NALC Commissioners Session 1 Diversity – Noted

8.4 NALC – Being a Councillor Campaign – Noted

9. Essex Matters

9.1 Essex County Council – Waiting for the appointment of Mick Page’s replacement since retiring from ECC. Cllr John Gili-Ross is still meeting with Mr Page. Cllr Walsh is looking into this matter.

Cllr Ian Grundy - representing Stock – now in charge of Highways

Mrs Darby is presenting to new County Councillors at the end of the month.

Mrs Darby and Cllr John Gili-Ross are meeting with Cllr David Finch in early June.

9.2 Staff Reports

- Transparency Funding – Amanda Brown – noted
- Local Council Awards – Amanda Brown – noted

9.3 County Training Officer Report

Courses

- Standing Orders
- Chairman’s Day 1.2.3 – full
- Playground
- Cemeteries – full
- Advance Councillor Training Days

Saturdays – briefings going very well

- Planning Briefings
- Councillor Briefing
- Neighbourhood Planning Briefings (legal views) to be introduced in the autumn

9.4 Essex Rural Partnership Monthly Bulletin – noted

9.5 Crouch Harbour Advisory Group – additional papers noted

9.6 Fly Posting – Suffered a great deal of fly posting in Basildon. A paper was tabled and Cllr Jim Devlin spoke about the matter and the current arrangements. It was agreed that this matter would be raised with Cllr David Finch. It would be ideal if this could go into an agency agreement.

Cllr Stuart Berlyn described that charitable organisations rely on the advertisements that they place around communities. This really needs to be a partnership between the Parishes, Highways and planning. Cllr Berlyn stated that it would be good for a countywide policy for Parishes to be able to opt into, in respect of dealing with flyposting.

Cllr Devlin said that there is some good practice – which this can be based on. The quicker that signs are removed the less likely they are to go up again.

EALC to look at a County wide policy – Cllr Finch to be asked to support

9.7 Essex County Council Highway Matters – Raised by the Rochford Hundred Association of Local Councils

Taken from information sent to Parish Councils from Customer and Member Enquiries Manager

As you may be aware the Highway.enquiries@essex.gov.uk email address is closing from 19 April 2017 following the introduction of the improved Highways 'Tell Us' and 'Check a Query' web tools. Although, we will no longer be offering a dedicated email address for Highway

All Executive Members agreed this was a retrograde step, and wished to raise this with Highways. Members considered that the reporting structure was actually better and made us more informed in many instances. Areas without good broadband find this a real problem.

It was agreed that Local Councils can always write to the ECC Councillor and ask for their assistance.

The Rochford Hundred group has written to Highways and ECC Chairman identifying the concerns of Members and it was agreed that the EALC should write in support of the view.

Local Highways Panels – EALC wishes to support the retention of members with voting Right's on Highways Panels

Action – Invitation for the new Highways portfolio holder to meet with Chairman and Vice Chairman/Chief Executive

Action - New Portfolio Holder invitation to attend Executive.

10. Feedback and Next Agenda

10.1 Manchester Incident – encourage Local Councils to review emergency Local Plan

10.2 Recycling Policy – next agenda

10.3 De-fib – next agenda

11. Date of Next Meetings

20th July 2017

31st August 2017

19th September 2017

Next EALC Executive Meeting

EALC Executive Meeting (rescheduled September meeting)

EALC AGM

12. Meeting Closure

The meeting was closed 12.10

Signed

Date

DRAFT