

# Essex Association of Local Councils



42b High Street  
Great Dunmow, Essex CM6 1AH

## THE 69<sup>th</sup> ANNUAL GENERAL MEETING

Minutes of the Meeting held on Thursday 18<sup>th</sup> September 2014 at  
Foakes Hall, Great Dunmow, Essex  
The meeting commenced at 1.30pm

### Executive Members and Officers of the Association Present

The President	Mr Chris Manning-Press	Vice President	Margaret Grimster
Chairman Cllr Sheila Jackman MBE	Epping Forest –Ongar TC	Vice-President	Dominic Petre
Vice Chairman Cllr John Buchanan	Basildon -Billericay TC	Vice-President	Cllr Peter Martin
Treasurer Cllr McPherson-Davis	Basildon - Ramsden Crays PC	Vice-Chairman John Gili-Ross	Colchester-East Bergholt PC
Cllr Stuart Berlyn	Chelmsford –Danbury PC	Cllr Peter Davey	Brentwood -Ingatestone & Fryerning PC
Cllr Helen Edwards	Braintree – Feering PC	Cllr Tony Haywood OBE	Braintree - Gt Bardfield PC
Cllr Brian Hazlewood	Rochford – Hockley PC	Cllr Brian Ledger	Maldon - Asheldon & Dengie PC

Cllr Roy Martin	Rochford – Hockley PC	Cllr Richard North	Brentwood - Kelveden Hatch PC
Cllr Hamish McIlwick	Uttlesford – Hadstock PC	Jennie Pettitt	Tendring –Little Bentley PC
Cllr Mrs Tilly Pink CBE	Maldon - Wickham Bishops PC	Kathryn Richmond	Epping Forest - Waltham Abbey TC
Cllr Michael Talbot	Tendring – St Osyth PC		

**Note: There were 66 delegates representing 51 Member Councils present. The quorum required for the meeting was 40**

**Essex Association of Local Councils Staff Present**

Joy Darby	Chief Executive Officer	Linda Golding	Committee Officer/PA to CEO
Pearl Willcox	Training Officer	Carol Hartley	Finance Officer
Marisa Baltrock	Office Liaison Co-Ordinator	Kerry Rolf	Training Administrator
Sian Morris	Apprentice		

**In the Chair: The President, Chris Manning-Press**

**1) President’s Welcome**

The President welcomed everyone to the 69<sup>th</sup> Annual General Meeting of the Essex Association of Local Councils. He announced he would be retiring as President this year.

**2) Apologies** (Appendix 2) Apologies received were read out by the CEO

**3) Approval of the Minutes from the last Annual General Meeting**

Proposed by Cllr Michael Talbot  
 Seconded by Cllr Tony Shrimpton  
 The minutes were signed by the President

#### **4) EALC Annual Report 2013/14 presented by the Chairman, Cllr Sheila Jackman.**

Cllr Jackman told the meeting she was retiring at Chairman of the Association at the Executive AGM on the 20<sup>th</sup> November this year. She took the opportunity to thank Joy Darby the CEO and all her staff for the excellent job they do for the Association. She also thanked all the Councillors and Clerks that she had met throughout Essex during her role. She went on to say as Chairman you are expected to be the face of the organisation.

She said the past three years had been challenging from all sides. There had been the move to the new offices and she took the opportunity of thanking Essex County Council for their continued and much appreciated support. The Rt Hon Eric Pickles and ECC Chair Cllr Kay Twitchen had both been present at the official opening of the new offices.

She expressed thanks to the two Vice-Chairman, Cllrs John Buchanan and John Gili-Ross for the support they had given her. She also thanked the Treasurer Cllr David McPherson-Davis for his expertise and dedication and gave special thanks to Vice-President Margaret Grimster who amongst other things helped her with the difficult job of judging the yearly competitions.

With the elections next year in her Council she did not know whether she would still be a Councillor. She gave her best wishes for the future and told the meeting "never under estimate the contributions Town and Parish Councils make".

There were no questions to the Chairman from members.

Cllr Mrs Jackman therefore proposed the adoption of the 2013/14 Annual Report

Seconded by Cllr Vivien Chapman from Brightlingsea Town Council

The President called for the motion to be put to the vote and the motion was carried unanimously.

#### **5) The Essex Association of Local Councils Audited Accounts 2013/14**

Cllr David McPherson-Davis presented the Financial Report and Audited Accounts to the Meeting. He told the meeting the EALC had set up a new limited company EA(2013)Ltd so we could hold the 6 year lease. The company was created prior to the move to the new offices so no liability fell to individual members. He briefly went over items on the balance sheet which he thought would be of particular interest to those present

- Trading had improved
- Surplus of £6000 as opposed to £6000 deficit forecast
- Constantly investigating into expenses to keep expenditure down
- Courses had increased
- Next year budgeted for a deficit but will hopefully break even

## **6) Questions to the Treasurer**

There were no questions from members to the Treasurer.

## **7) Official thanks to Essex County Council**

Cllr McPherson-Davis went on to express the Association's thanks to Essex County Council for grants received during 2013/14 and for their continued support.

## **8) Cllr McPherson-Davis asked members to approve the accounts and accept the Annual Financial Report.**

Proposed by Cllr Peter Davey  
Secondary by Cllr Stuart Berlyn

The President called for the motion to be put to the vote and the motion was carried unanimously.

## **9) The Essex Association of Local Councils Affiliation Fees for the Year 2014/15**

In response to the recommendation from the Finance Committee Cllr David McPherson-Davis asked the membership to approve for the second year in succession a 0% increase in subscription fees for the year commencing 1st April 2015. The Treasurer stressed this does not include any increase that NALC may impose of which we have no control over.

There were no questions to the Treasurer

Proposed by Cllr Michael Talbot who added thanks to the Treasurer for his continued work.  
Seconded by Cllr Peter Davey

The President called for the motion to be put to the vote and the motion was carried unanimously.

## **10) Appointment of Auditor Mr Maurice Howard**

Mr Howard was unable to be present but had agreed for his name to be put forward.

Proposed by Cllr Roy Martin  
Seconded by Cllr John Gili-Ross

The motion was carried and Mr Howard was duly appointed.

The President put the motion to a vote which was carried unanimously with no abstentions.

## **11) Annual Address to the Membership by the Chief Executive of the Essex Association of Local Councils – Mrs Joy Darby BA (Hons)**

Thanks to Essex County Council the EALC is now firmly established in our new office accommodation complete with training venue. This has given the EALC new opportunities to develop the services it offers to Member Councils.

Training is being developed and changed with a focus on some new courses. The 2015 calendar has been published today. This last year we have been developing our Tutors and have started working with some new ones. In 2013 – we ran 31 courses. In 2014 – we will have run 45 courses ( 50% more), in addition we ran Essex Equals and a number of bespoke courses which are delivered at the Councils own premises.

During the year we welcomed two new members of staff - Carol Hartley – Finance Officer and Sian Morris – Apprentice. Marisa has become the EALC Office Liaison Officer, Pearl Willcox the Training Officer and Kerry Rolf the Training Support Administrator. Linda Golding takes responsibility for the Larger Local Councils Forum – which has grown in popularity, Committees and is my PA.

I am so proud to announce that the Association has 100% of all Councils in Membership, this is a fantastic achievement. This is a credit to you the Membership, the Executive Committee and my staff who work hard to carry out the plans of the Association.

During the next year we will be building on the opportunities for the EALC and developing the way we serve the Membership. We are looking at Quality Status. The EALC has been chosen as a National Pilot and over 20 Councils are looking towards undertaking this in November.

We look forward to working in Partnership with Essex County Council and forging strong links with the New Cabinet Member for Libraries, Communities, and Planning – Cllr Roger Hirst, who we have great pleasure in welcoming here today. I would like to record the thanks of the Membership to Cllr John Jowers who relinquished his role at the beginning of September. My thanks also go to Cllr Mick Page, and his Officer Angela Balcombe who work hard supporting the Association in many ways.

The EALC is managed by the Member Councils. Each year the local district groupings appoint 2 persons, either Clerks or Councillors, to sit on the EALC Executive Board. The management work of the Association is carried out by them. These persons bring a huge array of skills, interests and time to work on your behalf. The EALC Team of staff has great respect for these Executive Members and collectively I would like to thank them all. Cllr Mrs Jackman will make her final appearance at this AGM as Chairman but will continue to be an Executive Member but will step down from this role in November this year. She has worked tirelessly visiting Councils, District Groupings and representing the EALC. We would like to make a small presentation to thank her for all her hard work.

Lastly, I would like to thank my staff who have as always given 100%, making events such as these successful. You cannot begin to imagine the work that goes on behind the scenes and the help we get from their partners. The Team may be small but is very effective; the work they have undertaken to support the Association during this last year, coping with, and excelling during these challenging times, for their work and for today's event, the buffets provided and the warm welcome they give you always.

**The President thanked Joy for her address**

Cllr Mark Rayners from Mostly Parish Council wished to thank Joy for the help with some training that she had given his Council.

**12) Motions** – no motions had been received

**13) The President – Chris Manning-Press – Address and to take any final questions**

The President thanked Joy and the Staff for their work a lot of which is behind the scenes and goes unnoticed.

He told the meeting it was time to step down and that someone younger should be appointed as President. If someone with a parliamentary or political background could be found that would be good.

He congratulated the Association on having achieved 100% membership which he thought was the first time ever in the history of the Association!

**He announced the 70<sup>th</sup> Annual General Meeting of the Essex Association of Local Councils will be held on the 24<sup>th</sup> September 2015 at Foakes Hall, Great Dunmow**

**The Meeting was closed by the President at 2.15 pm**

**Signature .....**      **Date.....**

## ATTENDANCE APPENDIX 1

Asheldham & Dengi	Bryan Ledger	Cllr
Ashingdon & Canewdon	Kelly Holland	Clerk
Barnston	Richard Burlend	Cllr
Barnston	Sharon Sellens	Cllr
Billericay	John Buchanan	Cllr
Braintree DC	Kathy Brown	Officer
Braintree DC	Sue Wilson	Chair
Brightlingsea	Vivienne Chapman	Cllr
Bulmer	Mike Crome	Chair
Chelm City	Sandra Pontin	Dep Mayor
Chelm City	escort	escort
Chigwell	Kay White	Clerk
Chrishall	Derek Ailes	Cllr
Clavering	Kevin Money	Clerk
Clavering	Stephanie Gill	Cllr
Consultant	Ian Willett	
Danbury	Margaret Saunders	Clerk
Danbury	Stuart Berlyn	Chair
ECC	Norman Hume	Chairman
ECC	Angela Balcombe	Officer
ECC	Roger Hirst	Cabinet Member
ECC	Pat Roberts	Stands
Epping Forest DC	Tony Boyce	Chairman
Epping Town	B Scruton	Mayor
Feering	Helen Edwards	Cllr
Galleywood	Stephanie Troop	Vice Chair
Galleywood	David Stevenson	Chair
Great Baddow	Anthony Sosin	Cllr
Great Bardfield	Tony Hayward	Cllr
Great Burstead	David Knight	Vice Chair
Great Dunmow	Charlotte Brine	Dep Clerk
Great Dunmow	Caroline Fuller	Clerk
Great Dunmow	JM Cadwallader	Mayor
Hadstock	Hamish McIlwrick	Cllr
Hawkwell	Vic Leach	Cllr

Heybridge	John Harrison	Cllr
High Roding	Brian	Arney
Hockley	Roy Martin	Cllr
Hockley	Brian Hazlehurst	Cllr
Ingatestone and Fryerning	Peter Davey	Cllr
Kelvedon	Peter Studd	Clerk
Kelvedon Hatch	Richard North	Cllr
Lawford	Alan Coley	Chair
Leigh on Sea	Paul Beckerson	Clerk
Leigh on Sea	Carol Mulronev	Cllr
Leigh on Sea	Donald Fraser	Cllr
Little Bentley	Jennie Pettit	Clerk
Loughton	Enid Walsh	Clerk
Loughton	David Wixley	Cllr
Maldon	Tony Shrimpton	Cllr
Matching	Joan Bowerman	
Mistley	Martin Rayner`	Chair
North Weald	Cyril Hawkins	Chair
North Weald	Brian Bartrum	Cllr
Ongar	Brian Surtees	Cllr
Ongar	Steve Adcock	Cllr
Ongar	Andrew Kaye	Cllr
Ongar	Sheila Jackman	Cllr
President	Chris Manning-Press	
Ramsden Crays	David McPherson-Davis	Cllr
Ramsden/Shot	Georgina Bassett	Clerk
Rayleigh	Eddie Dray	Cllr
Rayleigh TC	Kerry Cumberland	Clerk
RCCE	Nick Shuttleworth	
RCCE	Sue Sheppard	Officer
RCCE	Sarah Sapsford	Officer
Ridgewell	Dr Christine Hale	Vice Chair
Rivenhall PC	J Prime	
Rochford	Janice Rigby	Clerk
Shalford PC	Colin Golding	Cllr
South Woodham	Keith Miles	Cllr
Springfield	Paul Hutchinson	Cllr



Springfield	Pamela Lane	Cllr
St Osyth	Michael Talbort	Cllr
Stanford Rivers	Adrian Jones	Clerk
Stapleford Abbot	John Farren	Cllr
Uttlesford	Kieth Artus	Chairman
Vice President	Dominic Petre	
Vice President	Peter Martin	
Vice President	Margaret Grimster	
Waltham Abbey	Kathryn Richmond	Clerk
West Bergholt		Cllr
Wickham Bishops	Tilly Pink	Cllr
Witham	Patrick Horner	Cllr
Wood Ferrers/Bicknacre	Karen Kudovitch	Clerk
Wood Ferrers/Bicknacre	June Saltmarsh	Cllr

## Appendix 2

### Apologies were received from the following:-

Essex County Council	Cllr Kay Twitchen
Braintree District Council	Cllr Graham Butland
Vice President	Canon John Brown
Maldon District Council	Cllr Frank Delderfield
Maldon District Council	Cllr Peter Elliott
Rochford District Council	Cllr June Lumley
Essex County Council	Cllr David Finch
East Donyland PC	Clerk Sue Allen
Executive Committee/Leigh on Sea TC	Cllr John Wren
Messing-cum-Inworth Parish Council	Council Members
Tendring District Council	Cllr Val Guglielmi
Braintree District Council	Cllr Wendy Scattergood
Brentwood Borough Council	Cllr Vicky Davies
Gt Notley Parish Council	Council Members
Herongate & Ingrave PC	Council Members
Ramsden Bellhouse PC	Council Members
Langford & Ulting PC	Council Members
Stapleford Abbots PC	Council Members
Ongar Town Council	Cllr Diana Roberts
East Hanningfield PC	Clerk Karen Plumridge
Essex County Council	Cllr Mick Page
Frinton & Walton TC	Council Members