



**Essex Association of Local Councils
Minutes of the EALC Executive Meeting
16th May 2019
42B High Street Great Dunmow CM6 1AH**

Members Present:

Name	District	Name	District
Cllr J Devlin	Basildon	Cllr McPherson-Davis	Basildon
Cllr D Smith	Braintree	Cllr Richard North	Brentwood
Cllr P Davey	Brentwood	Cllr A Acott	Castlepoint
Cllr S Berlyn	Chelmsford	Cllr A Walker	Colchester
Cllr S Jackman	Epping Forest	Cllr M Cohen	Rochford
Cllr J Anderson	Maldon	Cllr R Martin	Rochford
		Cllr L Belgrove	Tendring
Cllr J Stilts	LLCF	Cllr A Townsend	Uttlesford
Cllr Mark Durham	ECC	Mrs H Symonds	Southend

**In the Chair
Vice Chairman
Treasurer**

**Cllr Peter Davey
Cllr Mrs Sheila Jackman
Cllr David McPherson-Davis**

Also present

**Mrs Joy Darby Chief Executive Officer
Mrs Pearl Willcox Executive County Training Officer
Mrs Charlene Slade Executive RFO and Buildings Manager**

Officers who joined the meeting to make work reports and answer questions.

Mrs Daniel Frost	Health and Wellbeing Officer (8.2.3)
Mrs Louise Gambardella	Funding Officer (8.6)

1. Chairman's Welcome

The Chairman of the EALC Executive Committee welcomed those present and said he was pleased to see a number of Councillors who had regained their seats at contested elections.

Cllr Peter Davey welcomed Cllr Mark Durham, who has joined the meeting today representing Essex County Council.

The Chairman read a thank you card out to Members from Linda Golding who retired at the end of March.

Mrs Pearl Willcox provided the housekeeping regulations for Members to note.

The following meetings were attended by the Chairman, Cllr Peter Davey.

25.03.2019	Low Carbon Economy Meeting in London
23.03.2019	Safer Essex
28.03.2019	NALC IT review in London
02.04.2019	NALC Management Board in London
23.04.2019	Essex Unites Launch & Presentation on Micro Grants – Tiptree
08.05.2019	Waltham Abbey Re-Accreditation at Quality Gold Level Award presentation
09.05.2019	Rural Crime Forum
10.05.2019	Annual Accreditation Meeting at EALC Offices Great Dunmow
15.05.2019	Essex Health and Wellbeing Board

1.2 Letter to David Finch

Cllr Davey gave an overview of the letter that was sent to Cllr Finch and a report on a casual short meeting that was held.

1.3 Announcement

Mrs Darby, announced that the EALC has secured funding for 3 years for the new Health and Wellbeing Post, that was agreed at the last Executive, as a short-term contract. The post would now be extended from 8 to 16 hours a week. This work is going to be incredibly important, with the Parish Sector playing an ever more important role.

2. Apologies for Absence

Cllr J Gili-Ross	Colchester	Cllr Susan Barker	ECC
Mrs K Richmond	Epping Forest	Ms O'Callaghan	ECC
Cllr M Talbot	Tendring	Cllr A Hafiz	Maldon

3. Minutes

3.1 Minutes of the EALC Executive Meeting held on 21st March 2019

The minutes were approved by the Executive Committee and subsequently signed.

4. Personnel

Mrs Darby updated Members on the following.

The Health and Wellbeing post as already stated in item 1.3.

The Apprenticeship is to be progressed over the next two months, with a commencement date of August/September.

5. Finance

- 5.1 Draft Income and Expenditure is unaudited at this stage, the final figure will show a deficit for the year ended 31st March 2019.
- 5.2 Draft Statement of Financial Position, £5000 has been moved from the repairs and renewals reserves to cover necessary expenditure during the year. This included alarm system upgrade, GDPR safe, shredder split between premises and office expenditure in the P&L
- 5.3 Draft Notes to the Accounts explain each note within the P&L / SOR
- 5.4 RFO EALC draft Reserves highlights the expenses or income in the reserve accounts and show the movement for the closing balance.
- 5.5 Bank Balances at 30th April 2019 balance at 16th May shows a movement of £67,226.94
- 5.6 ERFO EALC Investment Report for your information on my findings
- 5.7 ERFO NS&I Investment Rates for comparison with CCLA
- 5.8 CCLA PSDF Fact Sheet for comparison with NS&I
- 5.9 VAT 31st March 2019 workings sheet, an explanation of the partial exemption was given and that the workings are used to confirm the figures within the VAT return.

5.10 VAT Return submitted to HMRC for noting.

5.11 VAT submission report for noting.

6. New Initiatives and Other Matters for Decision

6.1 EALC Strategic Plan – Update to be provided.

Mrs Darby presented the very draft strategic plan to the Executive. This will be sent out by email on Friday. Members have a very short time frame to give some initial feedback, before it is sent to the Membership. This will need to be approved by the EALC Executive in July to be presented to the AGM in September.

Following the AGM, an action plan will be created to track all progress, and identify key targets.

6.2 EALC Health and Safety Policy

The EALC Health and Safety Policy was presented to the Members for approval.

Cllr Alan Townsend proposed acceptance and Cllr Alan Acott seconded the proposal. All Members unanimously accepted the proposal

Mrs Darby reported that the Health and Safety Risk Assessments have now been reviewed.

6.3 EALC Fire Safety Policy

The EALC Fire Safety Policy was presented to the EALC Executive and Members were asked to accept the reviewed document. Cllr Roy Martin proposed acceptance and Cllr Jim Devlin seconded the proposal. Members unanimously accepted the revised policy and it was subsequently signed by the Chairman and the Chief Executive Officer.

6.4 EALC Motion re: Churches

It was noted that the EALC Motion placed before NALC, was adopted as National Policy. The Policy and Development Manager Mr Chris Borg, had written to the Ministry of Housing and Local Government and a response is appended in 6.5. The EALC does not have a copy of the communication from Mr Borg.

6.5 Ministry of Housing and Local Government Response (MHCLG)(Churches)

The letter of Response was appended to the agenda for Members to consider and a discussion was held on the content. The discussion included the CEO response to the letter as detailed in item 6.6.

Members unanimously agreed to raise the issues documented by the CEO with both Chris Borg and the author of the letter at MHCLG.

The author made the following points, whilst failing to note that the importance of a statutory provision preventing an action and that the statutory prevention outweighs any other powers.

- The letter came from parish policy team
- Unable to give a legal interpretation
- Understood that NALC has identified this issue since 2017
- Understand NALCs view
- Stated there were other provisions

6.6 CEO Response to the letter from MHCLG

The response was noted.

7. National Matters

7.1 Cllr Peter Davey NALC Report

Cllr Peter Davey asked for question relating to his report and the following was noted:

- The Meeting between the NALC Chairman and the Housing Minister
- Discussions around Neighbourhood Plans
- NALCs call for a Rural Strategy
- Rural Coalition Meeting
- New tools for Councils to support Loan Sanctions
- Recognised Trainers for CiLCA
- Larger Local Councils National Meeting
- MHCLG report on Brexit and Local Government
- Affordable Housing

Members confirmed that they are pleased with the significant contribution that Cllr Peter Davey makes when representing Essex.

Mrs Symonds asked the EALC Office to look at providing a Media Policy especially for Larger Local Councils, and all Councils. Mrs Darby agreed that this would be considered.

7.2 National Council Draft Assembly Minutes March 2019 - Noted

7.3 NALC Campaigns Update – Noted

7.4 NALC Briefing Rishi Sunak MP – Noted

7.5 NALC Committee Review – Noted

8. Essex Matters

- 8.1 Essex County Council Report – provided by Cllr Mark Durham (Deputy to Cllr Barker, who provided apologies for the meeting).

The following matters were raised

- Cabinet Changes
- Budget – 1 million around Mental Health
- Additional £700,000
- County Line – £500,000
- Footpaths – 1 million (department of transport)
- County Members to give the worse footpaths
- Finance Property and Housing
- Local Highway Panel – new form to be distributed to parishes can be forwarded to the County member for submission. LHPs now with parish representation.
- Letter to Cllr Finch appreciated.

8.2 EALC Health and Wellbeing

8.2.1 NALC Report Health and Wellbeing – Noted

8.2.2 Essex Prevention Sub Committee – Noted

8.2.3 EALC Health and Wellbeing Board Report – Danielle Frost

This project has started well. Its aim is to give local parish and town councils the tools they need to mobilize their communities to support, educate and share best practice. We will be concentrating on finding out how these councils support initiatives surrounding Mental Health, Activity, Diet, Social Isolation and Health Inequalities, in their communities. We will also be setting up a Health and Wellbeing Board which will work with partners to identify and share community led approaches. It will make sure that local parish and town councils are informed about District, County and National Initiatives but with a focus on how these can help their residents.

8.2.4 The EALC Chief Executive Officer is looking for a seat on the ECC Health and Wellbeing Board. After attending a meeting, substituting for Cllr Davey, it is apparent that there needs to be an officer to sit with Cllr Davey. Mrs Darby to pursue this matter.

Members raised the following issues:

- Roads and pathways are actually causing an issue, as the trip hazards in the communities are increasing due to the poor state of repair. Cllr Mrs Stilts spoke about the problems in Maldon, where the high street is narrow, and delivery vehicles are causing issues by pavement parking. This is a Health and Wellbeing matter directly linking to trips and falls.

- Cllr Davey attended the Health and Wellbeing Board yesterday, and stated that bringing the blue sky thinking down to grass roots levels is important. Mrs Danielle Frost Health and Wellbeing Officer attended as a member of the public, and was able to make some excellent contacts.

8.2.4 Mid Essex Clinical Commissioning Group – Report Cllr Don Smith

Cllr Smith provided a report of the meeting, but was disappointed that no official notes or minutes were yet available.

Cllr Berlyn reported that Chelmsford held a similar meeting, looking for 3 Parish and Town Councillors who were not sitting on patient panels, to become members of the group.

CCG (Maldon and Chelmsford) – to be reviewed

8.2.5 Whole System Working in Practice

8.3 Vice Chairman Reports on work undertaken on behalf of the EALC

Cllr Mrs Sheila Jackman – Attendance at the presentation of the Gold Award to Waltham Abbey Town Council on the 9th May 2019.

Cllr John Gili-Ross

25th March 2019	Halstead LCA Foundation Award - Braintree
2nd April 2019	ERP Meeting - Chatham Green Chelmsford
18th April 2019	Colchester Councillors and Clerks Extraordinary Meeting - West Bergholt

Other Meetings attended by Cllr Gili-Ross

18th April 2019	Police & Fire Ethics and Integrity Meeting - County Hall
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8.4 Chief Executive Report (Mrs Joy Darby) – Noted

Mrs Darby gave a brief overview of the report which highlighted the

- Mental Health First Aid Training
- EALC Strategic Plan
- Launch of the CIF

8.5 Executive County Training Officer Report (Pearl Willcox) Report – Presented

8.6 CIF and Microgrant Update (Louise Gambardella) Presented

Louise Gambardella summarised how many applications had been approved for the Micro-Grant in the first round of funding and some of the grant success stories. Louise also confirmed how many delegates attended the briefing sessions held on the 3rd May both AM and PM and the response received so far since the launch of the new Community Initiative Fund. The new Panel members were also briefly discussed within the room.

8.7 Parish Council Development Officer (Amanda Brown)- noted

8.7.1 LCAS Report

8.7.2 April Legal Update

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

8.9 Energy South to East – Noted

9. Feedback and Next Agenda

9.1.1 Cllr Smith raised the issues of the Email problems. This has now been corrected. However, Mrs Darby is still unable to email Don on an Executive Group, although others using the same group have no issues. This will be looked into.

10. Date of Next Meeting

18th July 2019 at the EALC Offices in Great Dunmow, commencing at 10.30 am.

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. Matters for future agenda items

Tree Charter

Community fridges – to be picked up by the Health and Wellbeing Officer

Electoral Roll – distribution of electoral roll.

Cllr Mrs Jackman asked for donations for the EALC Raffle which supports the cost of the AGM.

13. Meeting Closure

Signature **Date**