



**Essex Association of Local Councils  
Minutes of the Executive Meeting  
Held on 23<sup>rd</sup> November 2017 at 10am at  
42B High Street Great Dunmow CM6 1AH**

**Present**

<b>Name</b>	<b>District</b>	<b>Name</b>	<b>District</b>
Cllr Jim Devlin	Basildon	Cllr McPherson-Davis	Basildon
Cllr Peter Davey	Brentwood	Cllr Don Smith	Braintree
Cllr Alan Acott	Castlepoint	Cllr Richard North	Brentwood
Cllr Stuart Berlyn	Chelmsford	Cllr Keith Miles	LLCF
Cllr Mrs Sheila Jackman	Epping Forest	Cllr Peter Brown	Chelmsford
Cllr Jon Anderson	Maldon	Brian Hindley	Colchester
Cllr Mrs Mandy Cohen	Rochford	Cllr Roy Martin	Rochford
Cllr Mrs Valerie Morgan	Southend	Cllr Michael Talbot	Tendring
Cllr Mrs Linda Belgrove	Tendring	Cllr Hamish McIlwrick	Uttlesford
Cllr Alan Townsend	Uttlesford		

Cllr Peter Davey                      Vice Chairman  
 Cllr Mrs Sheila Jackman          Vice Chairman  
 Cllr David McPherson-Davis      Treasurer

## **Also Present**

Mrs Joy Darby	Chief Executive Officer
Mrs Linda Golding	Assistant Chief Executive Officer
Mrs Pearl Willcox	County Training Officer
Mrs Charlene Slade	Responsible Finance Officer
Mrs Louise Gambardella	Funding Officer

## **In the Chair Cllr Peter Davey Vice Chairman of the EALC**

### **1. Chairman's Welcome and Announcements**

The Chairman Cllr John Gili-Ross gave his apologies for the meeting. The following were noted as his engagements during the last two months.

The meetings and events attended from August to November 2017 are shown below by Cllr John Gili-Ross

- ✓ Meeting with Doddinghurst PC Chairman and Clerk – Gt Dunmow
- ✓ Brentwood BPCA Meeting – Mountnessing
- ✓ A120 Feasibility Study – Colchester
- ✓ ECC Chairman's Annual Reception – Great Leighs
- ✓ EALC AGM – Gt Dunmow
- ✓ EALC – Chairman, Vice Chairman's and CEO Meeting – Gt Dunmow
- ✓ Superfast Essex Programme 2 Meetings – Gt Dunmow
- ✓ Cllr David Finch Meeting – ECC County Hall
- ✓ Greater Essex Leadership Event – Crowne Plaza Resort Maldon
- ✓ High Sheriff Inauguration – Brentwood
- ✓ Leigh on Sea TC 21<sup>st</sup> Anniversary Celebration – Leigh on Sea
- ✓ Civic Ceremony – Wivenhoe
- ✓ NALC Annual Conference and AGM – Milton Keynes
- ✓ Presentation of Neighbourhood Plan Award – Boxted PC
- ✓ Local Services Panel – Award Pre Meeting briefing – Gt Dunmow
- ✓ ECC Localism T&F Group Meeting – County Hall

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

LGA Police and Fire Conference – Farringdon London  
Eastern Region Police & Crime Conference – Euston London  
Police Fire and Crime Panel (2 off) – County Hall Chelmsford  
Essex Police Ethics and Integrity Committee – County Hall Chelmsford

## **Meetings attended by Cllr Peter Davey as Vice Chairman**

- ✓ 24/07 Braintree Accreditation
- ✓ 16/08 NALC Scrutiny Audit
- ✓ 5/09 NALC Finance Meeting
- ✓ 6/09 BBPCA Meeting
- ✓ 8/09 EALC High Sherriff Annual Meeting
- ✓ 19/09 EALC AGM
- ✓ 25/09 ECC Fund Chelmsford
- ✓ 26/09 EALC strategic Meeting
- ✓ 28/09 ECC celebration event
- ✓ 11/10 NALC Scrutiny Panel
- ✓ 30/31/10 NALC AGM
- ✓ 7/11 ECC Leader re fund
- ✓ 13/11 ECC fund panel briefing
- ✓ 17/11 EALC Chaired Meeting with Alex Burghart MP for Brentwood and Ongar

### **To Note**

Cllr Peter Davey thanked the staff for all the hard work undertaken during the last few weeks at this most difficult time for the Chief Executive Officer.

The Chairman announced the birth of Mrs Golding's twin granddaughters, Jessica Beatrice and Ashlyn Roxanne.

The Chairman wished Charlene Slade a very happy birthday on behalf of the EALC Executive.

Suitable cards were circulated for signing.

## **2. Annual Meeting Process**

### **2.1 Election of Chairman, 2 Vice Chairmen and the Treasurer**

**Executive Members Name**

<b>Position</b>	<b>Person Nominated</b>	<b>Proposed by</b>	<b>Seconded</b>
<b>Chairman</b> A Chairman may serve for a maximum of 4 years	Cllr Peter Davey	Cllr Mrs Sheila Jackman MBE	Cllr Martin

**Cllr Peter Davey was elected unopposed.**

Cllr Peter Davey spoke about the hard work accomplished by Cllr John Gili-Ross, with the partnership working achieved with Essex County Council over the last 3 years. Cllr Davey spoke about how he would support all the Local Councils and Executive Members during his term as Chairman of the EALC.

The work load of any Chairman is considerable and Cllr Gili-Ross has agreed to continue the work with Essex County Council, during Cllr Davey’s term of office.

Cllr Davey will continue to work hard and represent the EALC and Member Councils at National level.

	<b>Nomination</b>	<b>Proposed</b>	<b>Seconded</b>
<b>Vice Chairman 2 seats</b> <b>Cllr Mrs Jackman and Cllr Gili-Ross were elected by a unanimous votes.</b>	Cllr Sheila Jackman	Cllr Martin	Cllr Mrs Cohen
	Cllr John Gili-Ross	Cllr Mrs Sheila Jackman MBE	Cllr Martin
<b>Treasurer</b> <b>Cllr McPherson-Davis was elected unanimously.</b>	Cllr David McPherson-Davis	Cllr Mrs Sheila Jackman MBE	Cllr Martin

<b>2.4 Personnel Committee (Contested election)</b>			
<b>Personnel Committee</b>	<b>Person Nominated</b>	<b>Proposed</b>	<b>Seconded</b>
<b>Chairman will be the Chairman of the EALC</b>	<b>Cllr Peter Davy (Uncontested Election of Chairman)</b>		
<b>Vice Chairman will be one of the two EALC Vice Chairmen elected</b>	<b>Cllr Mrs Jackman</b>		
<b>2 Seats (Contested)</b>  <b>Cllr John Gili-Ross and Cllr Mrs Mandy Cohen were elected following the contested election.</b>  <b>It was unanimously agreed to elect Mrs Caroline Fuller to the Clerk position on the Personnel Committee.</b>	Cllr John Gili-Ross	Cllr Mrs Jackman MBE	Cllr Mrs Cohen
	Cllr Mrs Cohen	Cllr Martin	Cllr McPherson-Davis
	Kathryn Richmond	Cllr Mrs Jackman MBE	Cllr Mrs Cohen
	Cllr Berlyn	Cllr Miles	Cllr Davey
<b>Clerk Position</b>  <b>This position may be from a Member Council</b>	<b>Caroline Fuller Great Dunmow Town Council has indicated her willingness to remain in position.</b>		

<b>2.5 Essex Rural Partnership</b>			
<b>Position</b>	<b>Person Nominated</b>	<b>Proposed By</b>	<b>Seconded</b>
<b>Essex Rural Partnership Strategic Board</b>	<b>EALC Chair</b>	Confirmed as Cllr Peter Davy	

<b>Essex Rural Partnership Strategic Board</b>	<b>EALC Chief Executive Officer</b>	Confirmed as Mrs Darby	
<b>Essex Rural Partnership</b>	It was unanimously agreed the following appointments		
Seat 1	Cllr Peter Davey	Cllr Mrs Jackman MBE	Cllr Martin
Seat 2	Cllr Sheila Jackman	Cllr Martin	Cllr Davey
Seat 3	Cllr John Anderson	Cllr Davey	Cllr Martin
Seat 4	Cllr John Gili-Ross	Cllr Mrs Jackman MBE	Cllr Martin
Seat 5	<b>EALC Chief Executive Officer</b>	Mrs J Darby	

<b>2.6 County and National Appointments</b>			
<b>Position</b>	<b>Person Nominated</b>	<b>Self Nomination</b>	<b>Seconded</b>
<b>Essex Partnership or equivalent</b> Reserved for the EALC Chairman	EALC Chairman	Confirmed as uncontested election	
<b>NALC Council Member</b> Unanimous	Cllr Peter Davey	Cllr Mrs Jackman MBE	Cllr Martin

<b>NALC Deputy</b> Unanimous	Cllr John Gili-Ross	Cllr Mrs Jackman MBE	Cllr Martin
	Cllr Stuart Berlyn		

### **Cllr Peter Davey – EALC Recognition for service**

Members of the EALC Executive asked that the recognition of the hard work undertaken by Cllr Peter Davey be recorded in the minutes. Members agreed that Cllr Davey had contributed greatly to the work of the NALC and the Local Council sector.

<b>2.7 Local Government and Consultative Committee</b>	
Each district/ borough/ city area should submit one named person to represent the area. If an Executive Member cannot be found another member of the Area grouping can be nominated, provided they represent a Member Council	
Basildon	Cllr James Devlin
Braintree	Cllr Don Smith
Brentwood	Cllr Richard North
Castlepoint (Canvey Island)	Cllr Alan Acott
Colchester	Cllr John Gili-Ross
Chelmsford	Cllr Stuart Berlyn
Epping	Cllr Sheila Jackman / Kathryn Richmond
Maldon	Cllr John Anderson
Rochford	Cllr Roy Martin
Southend (Leigh on Sea)	Cllr Mrs Valerie Morgan
Tendring	Cllr Mrs Linda Belgrove
Uttlesford	Cllr Allan Townsend

**To Note:**

Cllr Michael Talbot spoke of the excellent service of both Staff and Members to the EALC. Stating that the EALC is an extremely good association and gives excellent value.

Cllr Peter Davey spoke about the importance of the level of affiliation fees at any County and all Counties should be striving for 100% membership.

Cllr Linda Belgrove joined the meeting at 10.15am

**3. Apologies for Absence**

Cllr Mrs Helen Edwards	Braintree
Cllr John Gili-Ross	Colchester
Kathryn Richmond	Epping Forest
Cllr Simon Walsh	ECC
Cllr A Hafiz	Maldon

**To Note:**

It is understood that Cllr Simon Walsh was attending a meeting of the ECC Cabinet, which took priority.

**Support to Courses**

The support of Kelly Holland and Wendy Stamp was recorded, as they had both stepped up to take over some of the training during this difficult period for some of the regular trainers.

**ECC Cabinet Meetings**

**4. Minutes**

4.1 Minutes of the Executive Meeting held on the 9<sup>th</sup> August 2017 were agreed with the following corrections

- 6.6 Cllr Stuart was amended to Cllr Stuart Berlyn
- 8.1 Amendment to Rt Hon Sajid to read Jarvid not David



- 10.1 item 3 to read Electric cars by 2040 caused some debate. Only being 23 years away is an impossible target that government announced.

## **5. Personnel**

Mrs Darby gave an update including the use of a temporary worker during this difficult staffing period.

## **6. Finance**

The following reports and presentation of the new layout was explained to the Executive. Internal control systems have been streamlined to present consistent management reporting throughout the year. Therefore, being consistent with the year end accounts.

- 6.1 Income and Expenditure – shows new layout from 31<sup>st</sup> March 2018
- 6.2 Statement of Finances - shows layout from 31<sup>st</sup> March 2018
- 6.3 Statement of Reserves - shows new layout from 31<sup>st</sup> March 2018
- 6.4 Notes - shows layout from 31<sup>st</sup> March 2018
- 6.5 Statement of Reserves at 30/10/2017 – shows layout from 31<sup>st</sup> March 2018
- 6.6 Bank Balances – noted
- 6.7 Other Finance Matters to be raised by the Treasurer.

### **6.7.1 New Budget Report**

- Column 1 Actual 16/17
- Column 2 This year budget
- Column 3 Year to date (Date as at head of page)
- Column 4 Forecast (expected expenditure at 31<sup>st</sup> March 2018)
- Column 5 Next Financial Year Plan

Mrs Slade went through the budget report explaining the figures, and where different items were included.

All % agreed to be appended

Cllr Davey – acknowledged the hard work of Mrs Willcox and Team EALC. Cost relating to the premises is a net cost, and does not include the rent agreed by ECC.

Cllr David McPherson-Davis explained the relationship between EALC rent and the LTD Company. Course fees were discussed and the Finance Committee

agreed the course fees from APRIL 2018. The increase costs of payroll have been provided for, including the changes that are expected in the next 6 months. Profit and loss on courses will be presented to the Executive.

Questions were asked

- Bursary – an explanation of the bursary was given by Mrs Golding

## 7. New Initiatives and Other Matters for Decision

### 7.1 Local Services Fund – Mrs Louse Gambardella – Funding Officer

A summary of the work undertaken was received by Members. The following items were discussed.

- Primarily a Revenue Fund
- Pre Panel Briefing – Overview of the work of the Panel
- Panel Membership
- VIP Launch – 1<sup>st</sup> December 2017

## 8. National Matters

### 8.1 NALC Report – Cllr Peter Davey

National Association of Local Councils' (NALC) Annual Conference held on Monday 30 October and Tuesday 31 October 2017.

Highlights

- NALC wants to empower communities
- Over 300 delegates attended

Sajid Javid MP, Secretary of State, stated “Your (local councils) role on the front line of local government has never been more important. You hold our communities together. The great strengths of local councils are that they are part of the community”.

- Secretary of State said I want all principal authorities to pass down all monies due to local councils via the local council tax support grant.
- Angela Rippon, Alzheimer’s Society Ambassador and co-chair for The Prime Minister’s Champion Group on Dementia Friendly Communities, said: “I am thrilled to see the NALC and Alzheimer’s Society partnership working together - standing united against dementia.
- Cllr Sue Baxter chairman of NALC launched its new **prospectus** for ultra localism to help communities help themselves.
- Cllr Peter Marland, leader of Milton Keynes Council, said: “We are the largest parished urban area in the country. We want to devolve and decentralise some of our powers to local councils.

- Sarah Richards, chief executive of the Planning Inspectorate, said: “Local councils have a key role in local plans with getting sound plans in place. I urge local councils to get involved early and stay involved throughout.”

Cllr Sue Baxter has been re-elected chairman of NALC, Cllr Derek Liddell has been re-elected vice chairman of NALC and Cllr Keith Stevens has been elected vice chairman (finance) of NALC

GDPR – more information to come from the EALC to Member Councils

5 ½ day courses with 22 delegates with 2 more courses to be prepared for the spring and early summer

The EALC is able to arrange courses – for individual councils.

8.2 NALC Localisation of Council Tax Support – Noted

Update requested for the September Meeting with Marcus Jones MP

The NALC Advocacy document was noted, as extremely helpful and relevant.

## **9. Essex Matters**

9.1 Essex County Council

Cllr Simon Walsh was unable to attend the meeting due to a Cabinet meeting.

9.2 The Future of Essex – Noted.

9.3 County Training Officer Report

- Process of providing Cllr Training Days including Saturdays
- Chairman’s Training day on a Saturday
- Saturday Briefings 2 per month

There are challenges to the EALC and especially the Training Services; the competitors are growing in confidence – however the income we receive is put back into the sector, and is not for private profit. Councils are reminded to ensure that appropriate services are delivered , courses provided and short falls are noted and feedback given to the County Training Officer – Mrs Willcox.

9.4 Essex Rural Partnership Newsletter – Noted

## **10. Feedback and Next Agenda**

10.1 Skills Audit – completed at NALC and has proved successful

Executive Members asked to complete a similar Skills Audit and inventory of

management experience. - Mrs Golding to organise

Members agreed

10.2 Capping – accumulate reserves – ear marked

10.3 Bulletins – Part time Clerks have set hours, therefore they need to read them in working hours

10.4 GDPR – How will they be agreed to be competent.

10.5 National Press and TV stations – Canvey Island does not wish to detach from Castle Point.

10.6 Aorta – Aneurysm Scanning (AAA Scanning)

10.7 Essex County Council Agenda Item – possibly another delay to the new A120 Braintree to Colchester

Cllr Peter Davey thanked all those in attendance and wished them a happy Christmas.

**11. Date of Next Meetings**

18<sup>th</sup> January 2018

**12. Meeting Closure**

**12.10 pm**

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