



**Essex Association of Local Councils  
Minutes Executive Meeting  
6<sup>th</sup> September 2018  
42B High Street Great Dunmow CM6 1AH**

Name	District	Name	District
Cllr J Devlin	Basildon	Cllr McPherson-Davis	Basildon
Cllr P Davey	Brentwood	Cllr H Edwards	Braintree
Cllr S Berlyn	Chelmsford	Cllr R North	Brentwood
Cllr J Gili-Ross	Colchester	Mrs K Richmond	Epping Forest
Cllr S Jackman	Epping Forest	Cllr J Anderson	Maldon
Cllr R Gadsby	Essex CC	Cllr R Martin	Rochford
Cllr M Cohen	Rochford	Cllr M Talbot	Tendring
Cllr L Belgrove	Tendring	Helen Symmons	Southend
Cllr H McIlwrick	Uttlesford	Cllr J Stilts	LLCF

**Also Present**

Joy Darby  
Linda Golding  
Charlene Slade  
Louise Gambardella

Chief Executive Officer  
Deputy Chief Executive Officer  
Responsible Finance Officer  
Local Service Fund Officer

## The Devolution Agenda

Cllr Kevin Bentley Deputy Leader and Cabinet Member for Infrastructure addressed Members before the main meeting in matters relating to the devolution from ECC to the Local Councils in Essex.

- Cllr Bentley is now in control of the entire Highways portfolio.
- Will be making changes to how Highways manages the issues.
- Providing decision making closer to the people, and ECC will devolve power to improve delivery.
- ECC will be able to devolve power to the Local Councils to undertake matters of improvement more quickly.
- ECC will devolve funds down, to enable work to be undertaken.
- Local Councils can then also precept more funds for items not in the ECC Highway budget. If they so wish.
- There will be a pilot of 2-3 Local Councils in each District/Borough/City – EALC to manage this pilot with Highways staff.
- In non parished areas the Districts will have the opportunity to do this.
- Highway Panels must become much less bureaucratic.
- Highway Panels must have a seat for the Parish Sector with voting rights.
- Highway Panel Chairman to be briefed.
- Parish Sector representatives must represent the whole area not just their Parish.
- ECC members will also be able to sit on panels.
- 1.2 million extra funding for Highway Panels with the proviso that the Districts will match fund. Many areas will have an extra 2 million to spend.
- Highways Panels may be looking at maintenance as well as capital works.
- Highway maintenance (potholes) will not be devolved to Local Councils
- Some Highway Rangers will become responsible to the Districts, to strengthen the role

## Questions and Comments

- Pleased to hear about the LHPs and an excellent way to move forward.
- How this is to be done, will be locally determined.
- A specific question relating to a road in Feering – communications have been ongoing – it was understood this was a matter of Safety.
- Signage – on keeping traffic out of the villages.
- Street Lighting – moving away from sodium lights to LED.
- Parking on Village Green – this needs to be negotiated.
- Members should be reflecting this discussion with their members.
- Parish Council insurance policy around highways maintenance was raised and will be looked into.

**Cllr Bentley left the meeting at 10am**

**Members were reminded to give Cllr Jackman AGM Raffle prizes, to help support the cost of the AGM.**

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

**The Chairman, Cllr Peter Davey welcomed the new Essex County Council Executive Member, Cllr Ricki Gadsby.**

**Meetings Attended by the Chairman during the last period.**

EALC Meetings

ECC Chairman's Annual Reception	Friday 20 <sup>th</sup> July
Rural Crime Forum	Tuesday 24 <sup>th</sup> July
Chaired EALC Personnel Committee Meeting	Friday 3 <sup>rd</sup> August
EALC CEO Update Meeting	Tuesday 14 <sup>th</sup> August
Cllr Kevin Bentley, Deputy Leader of the ECC	Wednesday 15 <sup>th</sup> August

NALC Meetings

Chair the NALC Finance and Scrutiny Committee	Tuesday 4 <sup>th</sup> September
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**2. Apologies for Absence**

Cllr P Brown	Chelmsford	Cllr A Townsend	Uttlesford
Cllr Acott	Castlepoint	Cllr A Hafiz	Maldon
Ms O'Callaghan	ECC	Cllr A Walker	Colchester
Cllr D Smith	Braintree		

**3. Minutes**

3.1 Minutes of the EALC Executive Meeting held on the 19<sup>th</sup> July 2018

Accepted and signed by the Chairman.

#### 4. Personnel

Mrs Darby reported that the budget was now in place for the end of the year and next year. Mrs Sheppard has been made permanent staff, and other staff matters are running smoothly.

#### 5. Finance

- **A revised budget report was tabled at the meeting**

##### 5.1 Budget Report

###### Income

- Note 1. Pre-invoicing in the year to date column includes £1300 for August and September
- Courses have done well with the additional GDPR and DPO at the start of the year.
- Note 2. Publication's have sold well
- Note 4. LSF running to budget
- Note 5,6,7 Affiliation Fees – total control figure

###### Expenditure

- Note 13. Payroll costs on budget, includes gross salaries, pensions, NI and pension deficit.
- Note. 14 Tutor rates higher than expected due to cost extra certificated courses, GDPR & DPO
- Note 17. Expected higher running costs due to printing of GDPR Toolkit
- Note 19. Costs are low at this time of year, majority of budget is used at the year end.

**Profit and loss of courses was presented at the last meeting; this gave an overview of all the costs related to training**

CAB – new copy due out, EALC to try to get the best possible deal for our members

Cllr Talbot queried why there had been an increase in some Council subscription fees – the CEO advised him this was due to an increase in electorate numbers with more housing being built throughout Essex.

**Plastic bottles** – Members were advised by the Treasurer that the EALC has been looking at water machines to replace the plastic water bottles but these had proved too costly and he was not prepared to agree to the cost, other options still to be researched. Meantime delegates had been asked to share water bottles and glasses had been put on the tables replacing plastic cups.

#### 5.2 Statement of Reserves – noted

The Treasurer is happy with the level of reserves however they will be monitored carefully.

#### 5.3 Bank Balances – looking at new investments.

### 6. **Affiliation fees Report (2018/2019)**

2 non-member Councils, 6 still left to pay.

Cllr Peter Davey thanked the Treasurer and RFO.

### 7. **New Initiatives and Other Matters for Decision**

#### 7.1 AGM Report – Mrs Darby to update at meeting

Progress is good towards the AGM – Executive Members are encouraged to attend.

#### 7.2 Devolved Services.

The pilot will be run between October-March and will include up to 2 – 3 Councils per District/Borough/County.

Focus group to be held in September and then a call for Councils will be made as soon as we have information to disclose.

#### 7.3 Annual Meeting Process – Mrs Darby updated the meeting.

On how the process of nominations for Chair etc will be progressed.

#### 7.4 LGA green paper for adult social care and wellbeing.

A draft response has been made available and Members agreed this should be provided to NALC and sent in to government.

## **8. National Matters**

### **8.1 NALC Report – Cllr Peter Davey – Noted**

Specific issues raised.

- Meeting on Health Well Being with ECC important.
- NALC has signed off the National accounts.
- Auditors have provided an additional report, includes additional work on payroll, affiliation fees and expenses.
- Create a Council documentation.
- Resignation of NALC Solicitor Martin Fine.

## **9. Essex Matters**

### **9.1 Essex County Council**

Cllr Gadsby explained that the Council had been in recess, and she had nothing more to report as Cllr Bentley had already spoken to members earlier.

### **9.2 Vice Chairman Reports**

Meetings Attended for the EALC since July 2018

- Met with Cllr Bentley and Cllr Gadsby - ECC Highways Devolution Proposal.
- Personnel Committee Meeting.
- ECC Chairman's Reception.

Non EALC Items - PFCP Activities

Panel Meeting - New Chairman appointed due to Cllr Jowers standing down from the Essex Panel, the new Chairman is Cllr Wendy Schmitt.

There will be some work with the Police Fire and Crime Commissioner on budget formation and security. Roger Hirst welcomes the newly formed panels.

### **9.3 Chief Executive Report – noted**

Service Level Agreement work NALC

### **9.4 Assistant CEO – Noted**

The Chairman acknowledged the work Mrs Golding does to support Mrs Darby and the EALC.

9.5 County Training Officer Report – Noted

- Skeleton training calendar to be presented at AGM. A considerable number of additions are added as the year progresses.
- Charity based course – Jane from NALC to be the Tutor.

9.6 Local Service Fund Update – It was noted that a report will be made at the next meeting

6 Pre-Application Checklists and 1 Application received so far. Briefing session to be held on the 2<sup>nd</sup> October, with over 20 delegates registered to attend to date.

LSF County Update – Success Stories June 2018, was viewed very positively and a great way of promoting the fund.

9.7 Parish Council Development Officer – Noted

Training of new panel member (LCA) took place in Maldon by Mrs Brown and Mrs Sheppard. This was viewed as a very pro-active approach.

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

9.9 Office and Training Administrator (Kerry Wood) Noted

The Chairman congratulated Kerry for the considerable amount of work she has done with the website and what a difference it has made. He said he now has no hesitation directing people to the site knowing information can now be easily accessed

9.10 Essex Rural Partnership Monthly Bulletin – Noted

9.11 Essex Rural Crime Forum Minutes

Specials – Good news stories to be sent in to share  
Recruitment is sometimes more difficult than anticipated.

9.12 Local Council Awards Panel

Annual Meeting – to be report at next meeting

## 10. Feedback and Next Agenda

The following matters were raised

- Wickford – going out to petition for a new council and are looking to set the process in place for a Community Governance Review.
- Winter Salt supplies – responsibility of Cllr Kevin Bentley – Cllr Gili-Ross to write asking for the delivery of the salt to be notified in advance
- Issues over whether Local Councils staff and Members can assist without a DBS check in place.

(DBS – EALC to look at this for the next agenda)

- Environmentally friendly use of products. Cllr Linda Belgrove to provide Joy with recycling article.
- SLCC – Linda Belgrove enquired whether Councillors would be able to attend Clerk meetings. Joy Darby to also provide Executive dates to SLCC, so meetings are not held on the same day.
- Planning Comments – issues over the planning comments not appearing on the web site. Many Councils are stating that due to GDPR, they are not allowed to place the responses on the website. This is a much wider issue and the EALC needs to raise this nationally. Mrs Darby asked that members send concise details of what is happening in their area and NALC will be asked to take up the problem nationally.

## 11. Date of Next Meetings

22<sup>nd</sup> November 2018 at the EALC Offices in Great Dunmow

This will be the Annual Meeting of the EALC where the Executive Elect the Chairman and Committee Membership

## 12. Meeting Dates 2019

17 <sup>th</sup>	January	2019
21 <sup>st</sup>	March	2019
16 <sup>th</sup>	May	2019
18 <sup>th</sup>	July	2019
5 <sup>th</sup>	September	2019
21 <sup>st</sup>	November	2019

**EALC AGM and Annual Conference**

19<sup>th</sup> September 2019

**13. Meeting Closure**

The meeting closed at 11.50.

Signed .....

Dated .....