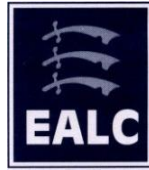


Essex Association of Local Councils



THE 75th ANNUAL GENERAL MEETING

Minutes of the Meeting held on Thursday 19th September 2019 at 11.45am
At Foakes Hall, Great Dunmow, Essex

The President Cllr John Jowers With the Executive Members and EALC Staff

Margaret Grimster	Vice President		
Cllr J Devlin	Basildon	Cllr D McPherson-Davis	Basildon
Cllr P Davey (Chairman)	Brentwood	Cllr R North	Brentwood
Cllr A Acott	Castlepoint	Cllr S Berlyn	Chelmsford
Cllr M Hessing	Chelmsford	Cllr S Jackman	Epping Forest
Mrs K Richmond	Epping Forest	Cllr R Martin	Rochford
Cllr M Cohen	Rochford	Cllr A Hafiz	Maldon
Cllr J Anderson	Maldon	Cllr M Talbot	Tendring
Cllr A Townsend	Uttlesford	Mrs H Symmons	Southend
Ms K O'Callaghan	ECC		

Essex Association of Local Councils Staff Present

Joy Darby	Chief Executive Officer	Charlene Slade	Executive RFO & Buildings Manager
Pearl Willcox	Executive County Training Officer	Louise Gambardella	Funding Officer
Rebecca Sheppard	Office & Training Coordinator	Amanda Brown	Parish Support Officer
Danielle Frost	Health & Wellbeing Officer	Kerry Wood	Office & Training Administrator
Tracy Millard	Catering		

Summary of Delegates attending			
99 delegates from Members representing 79 Member Councils	3 delegates from Partner Organisations	11 Delegates from Other organisations	5 Speakers
2 County Broadband staff (IT/Coms support)	David Jackman Photography	Mayor Bob Masey and Deputy Janette Potter Chelmsford City Council	Mayor Colin Riley Castlepoint Borough Council
Kirsty O'Callaghan ECC	Jonathan Owen NALC	Nick Shuttleworth RCCE	

In the Chair: The President

1. Welcome

The President welcomed all District, Borough and City Councils and all Member Councils for attending the 75th Annual General Meeting of the Essex Association of Local Councils.

2. Apologies for Absence

The EALC had received a number of apologies which are appended to these minutes.

3. Signing of Minutes from 2017 AGM

The following amendments were made to the minutes.

Due to a numbering error on the AGM minutes from 2017, the AGM minutes from last year, 2018, should have read as the 74th Annual General Meeting.

Rebecca Sheppard was included on the attendees list for the AGM minutes of 2018.

The President signed and dated the alterations on the minutes.

All those present agreed that the minutes were correct and they were then signed as an accurate record.

4. Election of the President

Cllr P Davey, Chairman of the EALC proposed Cllr John Jowers for a second term as President.

The EALC consider it a privilege for Cllr John Jowers as the EALC President as he has an undying support for the sector and always champions Town and Parish Councils. It is a delight to propose John as the EALC President for a second 4-year term of office.

Mrs K Richmond seconded and all those present unanimously agreed the appointment of the President.

5. Election of Vice Presidents

Cllr M Talbot proposed Cllr Anne Brown to become an EALC Vice President.

Cllr Anne Brown was first elected to Essex County Council in May 2009, since then she has undertaken many roles whilst representing the Constable Division of Colchester.

It is a great honor and pleasure to propose Cllr Brown to become an EALC Vice President.

Cllr A Hafiz seconded and all those present unanimously agreed.

The term of office will conclude in 2023.

Cllr S Berlyn proposed Cllr S Jackman to become an EALC Vice President.

Cllr M Cohen seconded and all those present unanimously agreed.

Cllr S Jackman will stand down as Vice Chair of the EALC but will continue as an EALC Executive Member for Epping Forest.

6. Annual Report 2018/2019

Cllr P Davey presented the Annual Report to the Membership.

The EALC continues to be recognised nationally in its own right for the work it carries out in support of the Parish and Town sector within Essex.

The highly professional training program and legal support services will always remain the EALC's top priority. Whilst looking for new areas where value can be added to Member Councils.

As the County Association, the EALC must exploit every opportunity to work on behalf of Member Councils, primarily with Essex County Council and the National Association of Local Councils.

This collaborative working and the ability to 'produce results' at the highest level ensures confidence of the ECC Leader, David Finch, in the EALC to allow management of the new CIF Capital and Revenue Fund of £600,000 and the new Micro Grant of £100,000 over a 2-year period.

The EALC are actively involved with the ECC on Health and Wellbeing, Mental Health, Criminal Justice and the Safer Essex initiatives.

The EALC is also continuing to work alongside the Office of the Police, Fire & Crime Commissioner of Essex, the Devolution Engagement with Essex Leaders and the Essex Rural Partnership.

7. EALC Annual Financial Accounts

The Treasurer, Cllr D McPherson-Davis presented the Accounts of the Association for the year 2018/2019 to the Membership.

Even though there has been a significant loss as shown in the accounts, due to reduced training income and the end of the transparency fund, the Treasurer is optimistic that in the 3-year budget the Association is working towards a break-even situation.

The Association has recently registered for VAT.

Cllr D McPherson-Davis thanked Essex County Council for the continued support and funding.

Cllr S Berlyn proposed the accounts were of true nature and seconded by Cllr J Devlin.

All those present unanimously agreed.

8. Affiliation Fees

The Treasure, Cllr D McPherson-Davis announced that the Affiliation Fee request for 2020/21 will include a 3% increase to cover the cost of inflation.

Cllr D McPherson-Davis proposed the increase and seconded by Cllr A Hafiz.

All those present unanimously agreed in favor of the increase.

The Chair of Clavering Parish Council, Cllr S Gill announced that she is in support of the increase of the Affiliation Fee, as they greatly rely on the help and support the work that EALC provide.

9. Appointment of the EALC Auditor

Mr. Howard CIPFA has agreed to stand as the EALC Auditor for the year 2019/2020.

Mrs. K Richmond proposed to approve this appointment and seconded by Cllr R Martin.

1 member voted against and 1 member abstained from voting.

The auditor's appointment was agreed by the majority vote of those present.

10. Motions

No motions were received

11. Chief Executive Report – Joy Darby

The last year has been a busy year for the EALC with the sector gearing up for Health and Wellbeing, and keeping up with the implementation of new legal requirements.

Last year Joy reported that a consultation on the strategic plan would be presented at the AGM in 2019. The EALC wrote to all Councils seeking views, held workshops, consulted with the EALC Executive Committee looking for gaps, at what the membership valued and the staff gave their input. The next stage is to put an action plan together. At the Executive Committee Strategic Leads were allocated.

There are 6 themes:

- Services;
- Communications and Distribution of Information;
- Health & Wellbeing and other Emerging Agenda;
- Developing Local Councils;
- Partnerships;
- Governance and Democracy;

Mrs A Brown, EALC Parish Support Officer, has worked hard with Councils developing applications for the Local Council Awards. There are 33 Councils with at least one award currently. It is the EALC aspiration that every Council should be working at Foundation level, as this is the standard for the sector and ensures that the Council is working legally, and following best practice. Amanda is going to start evaluating Councils and letting them know what they need to do to achieve this.

This coming year the EALC will be introducing new training courses including an evening and a Saturday CiLCA Course, an Independent Internal Auditors Course and the Role of the Chairman or Mayor Course.

The Short Courses are being updated and for the first time the EALC will be offering some online training courses.

The Health and Wellbeing Agenda has taken its grip on the sector. The EALC was fortunate in getting a grant from ECC to have their own Health & Wellbeing Officer. Mrs D Frost, has a huge task and many targets to meet. So far, membership has really embraced this agenda, with many Councils opting to have a Mental Health First Aid Training course as a first step.

Mrs R Sheppard, EALC Office & Training Coordinator, has been extremely busy supporting the work in the offices, managing the County Update and the communications streams whilst covering for holidays and taking over when sickness arose.

Mrs L Gambardella, EALC Funding Officer, has achieved excellence in managing the CIF and the Micro Grant Fund. Both of these the EALC administrate for Essex County Council.

During the last year Miss C Slade, EALC Executive RFO & Buildings Manager, has worked really hard providing excellent work on the EALC Finances. During the year she registered the EALC for VAT and made the transition smoothly to charging VAT on our services.

Mrs J Darby stated that this will be her last AGM that she will address as she has handed her resignation letter to the EALC Chairman with her intention to retire on the 31st March 2020. She noted that she has loved working for the EALC and all of the Member Councils and she can honestly say that she will miss it.

12. The President's Address

The President congratulated Mrs. J Darby on the 21 years she has worked for the EALC and asked Cllr P Davey to make a speech. Cllr P Davey presented the following.

Since commencing work in the sector, Joy has embraced an ethos of training for the Association and herself. Her belief that training empowers and knowledge is essential has assisted in driving the Association and the excellent work now carried out through the EALC.

During the last 21 years, the EALC has seen the need for good relationships between the tiers taking on a whole new meaning. With a will to work in partnership, the EALC has supported Health & Wellbeing, Highways Devolution and many more initiatives. Joy has been a Member of the Rural Partnership and its Strategic Board, the Rural Crime Forum and the Essex Partnership.

As the EALC CEO, Joy takes all Council enquiries and ensures that they get good, prompt and appropriate advice. This includes working with the NALC Legal Team, VineHR and Essex Legal Services.

Joy is respected across Essex and nationally for the work that she has achieved with the support of her staff and she will be sadly missed. Not only has Joy been a great ambassador for the EALC, she has given a huge amount of support to her staff in many ways.

Joy has been the glue that keeps everyone together in the good and challenging times. Through Joy, the Association has grown from strength to strength and Joy has always risen to the challenges placed before her and met them head on.

A bouquet was presented to Joy by the President, Cllr P Davey and Miss Slade.

Cllr W Stamp from Burnham on Crouch Town Council asked if there had been any progress from the last motion stated in the minutes of the 2018 AGM. Mrs. J Darby confirmed that the EALC will respond in due course.

Cllr M Crome from Bulmer Parish Council announced that he would personally like to thank Mrs. J Darby for all her help over the years and that she will be missed. Cllr M Crome also asked for any information regarding the closure of Essex Info.net. Mrs. J Darby confirmed that the EALC had made contact with suppliers and created a database but unfortunately no papers are ready to be published today but hopefully by the end of the month.

Cllr J Anderson from Canvey Island Town Council announced that he would like to thank Mrs. J Darby for her help in setting up the Town Council and that she will be missed and wished her all the best in her retirement.

The President asked Mrs. J Darby and Cllr P Davey to cut the cake which had been supplied to celebrate the EALC 75th AGM and the 125th anniversary of the sector.

13. Meeting Closure

The President closed the meeting at 12:52 pm

Signature Date

Apologies for Absence

Name	Representing
Cllr Linda Belgrove	Alresford Parish Council and EALC Executive
Sue Griffiths	Berden Parish Council
Alan Coley	Bradfield Parish Council
Cllr Butland	Braintree District Council
Liz Petyt-Start	Buckhurst Hill Parish Council
Cllr Smith	Castlepoint Borough Council
Cllr Valerie Metcalfe	Essex County Council
Cllr Juloe Young	Essex County Council

Cllr Kevin Bentley	Essex County Council
Cllr Malcolm Maddocks	Essex County Council
Cllr Ann Brown	Essex County Council
Paul Ashworth	Essex County Council
Cllr Richard Bassett	Epping Forest District Council
Beverley Rumsey	Epping Town Council
Grahame Scruton	Epping Town Council
Cllr Phil Milne	Great Dunmow Town Council
Ann Crisp	Great Maplestead Parish Council
Cllr Radley	Halstead Town Council
Dr James Bettley	High Sheriff of Essex
Jenny Clemo	Langford & Ulting Parish Council
Cllr Jill Healey	Leigh on Sea Town Council
Cllr Jeanette Stilts	Maldon Town Council / EALC Executive
Allan Walker	Marks Tey Parish Council
Cllr Don Smith	Rayne Parish Council / EALC Executive
Karen Hawkes	South Woodham Ferrers Town Council
Cian Davidson	Tendring District Council
Diane Jacobs	Wakes Colne Parish Council
Cllr John Gili-Ross	West Bergholt Parish Council / EALC Executive
Jo Turton	ECFRS
Shelley Boydell	Pebmarsh Parish Council
BJ Harrington	Essex Police Chief Constable
Simon Burwood	Heybridge Parish Council
Chloe Tron	Little Waltham Parish Council
John Lindsay	Messing cum Inworth Parish Council
Jane Gardner	PFCC

ATTENDANCE LIST

PARISH	DELEGATE	Clk/Cllr
Abberton & Langenhoe PC	Simon Dougherty	Cllr
Abberton & Langenhoe PC	Alan Forst	Cllr
Alresford PC	Michelle Salazar	Clk
Ashdon PC	Philip Playor	Cllr

Ashingdon PC	Terry Flowers	Chair
Ashingdon PC	Dan McCarthy	Cllr
Barling Magna	Mandy Cohen	Chair
Basildon Borough Council	Derrick Fellows	Mayor
Billericay TC	Deborah Tonkiss	Clk
Billericay TC	Jim Devlin	Chair
Brentwood TC	Keith Parker	Cllr
Bulmer PC	Mike Crome	Cllr
Bures Hamlet PC	Michael Welch	Chair
Bures Hamlet PC	Jenny Wright	Clk
Burnham on Crouch TC	Wendy Stamp	Mayor
Canewdon PC	Shirley Kirton	Cllr
Canewdon PC	Kelly Holland	Clk
Canvey Island TC	John Anderson	Cllr
Canvey Island TC	Doreen Anderson	Cllr
Canvey Island TC	Alan Acott	Mayor
Castlepoint Borough Council	Colin Riley	Mayor
Chelmsford City Council	Bob Massey	Mayor
Chelmsford City Council	Janette Potter	Deputy Mayor
Clavering PC	Stephanie Gill	Chair
Danbury PC	Michelle Harper	Clk
Danbury PC	Stuart Berlyn	Chair
Danbury PC	Mandy Hessing	Cllr
EALC	Linda Golding	Food Inspector
EALC	Margaret Grimster	Vice President
EALC President	John Jowers	President
East Donyland PC	Nicki Matthews	Clk
Elsenham PC	Ray Franklin	Cllr
Essex County Council	Kirsty O'Callaghan	Head Strengthening Communities
Feering PC	Lee Blackburn	Cllr
Finchingfield PC	Ian Brown	Clk
Finchingfield PC	Sheila Considine	Cllr
Galleywood PC	Tory Melhuish	Clk
Great Baddow PC	Clare Milligan	Clk
Great Dunmow TC	Caroline Fuller	Clk

Great Dunmow TC	Emma Marcus	Mayor
Great Dunmow TC	Terry Moore	Cllr
Great Hallingbury PC	Alan Townsend	Cllr
Great Maplestead PC	Steve Harris	Cllr
Great Notley PC	Dorothy Griffin	Chair
Great Notley PC	Susanna Walker	Clk
Halstead TC	Sarah Greatorex	Clk
Halstead TC	Dave Granland	Cllr
Hellions Bumpstead PC	Cathryn Carlisle	Clk
Heybridge PC	Amanda Hilton	Clk
Heybridge PC	John Harrison	Cllr
Heybridge PC	Karen Harley	Admin Officer
Hockley PC	Sue Martin	Cllr
Hockley PC	Roy Martin	Chair
Ingatestone & Fryerning	Peter Davey	Cllr
Kelvedon PC	Philippa Potter	Clk
Kelvedon Hatch PC	Richard North	Cllr
Langham PC	Carol Harbach	Clk
Leigh on Sea TC	Helen Symmons	Clk
Leigh on Sea TC	Jill Healy	Cllr
Little Hallingbury PC	Urska Sydee	Clk
Little Burstead PC	Christine Barlow	Clk
Little Hallingbury PC	Sue Meyer	Cllr
Loughton TC	David Wixley	Cllr
Loughton TC	Mark Squire	Clk
Maldon District Council	Penny Channer	Vice Chair
Maldon TC	Abdual Hafiz	Cllr
Messing cum Inworth PC	Dawn Marriott	Clk
Moreton Bobbingwoth and the Lavers PC	Julia Milovanovic	Clk
Myalnd Community Council	Pauline Bacon	Cllr
National Association of Local Councils	Jonathan Owen	CEO
North Weald Bassett PC	Susan De Luca	Clk
North Weald Bassett PC	Sheila Jackman	Cllr
Pebmarsh PC	David Ballard	Cllr
Peldon & Wigboroughs Community Hall	Bob Holmes	Community Hall Committee Member

Ramsden Crays PC	Georgina Bassett	Clk
Ramsden Crays PC	David McPherson-Davis	Cllr
Rayne PC	Sarah Cocks	Clk
RCCE	Nick Shuttleworth	Executive Director
RCCE	Sarah Sapsford	Community Engagement
Rochford District Council	Robin Dray	Chair
Saffron Walden TC	Arthor Coote	Mayor
Saffron Walden TC	Lisa Courtney	Clk
Saffron Walden TC	Paul Gadd	Cllr
Saffron Walden TC	Trilby Roberts	Cllr
Saffron Walden TC	Claire Haddock	Bookings Officer
Saffron Walden TC	Luke Matthews	Operative
Sandon PC	Ted Munt	Clk
Sandon PC	Alan Kalbfell	Cllr
Sandon PC	Dee Hyatt	Chair
Shalford PC	Colin Golding	Chair
Sheering PC	Mike Hayter	Cllr
Southminster PC	Joanna Jeffery	Clk
Southminster PC	John Anderson	Chair
Springfield PC	Susan Sullivan	Chair
St Osyth PC	Michael Talbot	Cllr
Stanford Rivers PC	Adriana Jones	Clk
Stansted PC	Peter Jones	Cllr
Stansted PC	Maureen Caton	Chair
Stansted PC	Ruth Clifford	Clk
Stebbing PC	Judith Farr	Chair
Tiptree PC	Roger Mannion	Chair
Tiptree PC	Barbara Wood	Cllr
Wakes Colne PC	Stephen Scrase	Chair
Waltham Abbey TC	Kathryn Richmond	Clk
West Bergholt PC	Chris Stevenson	Chair
Witham TC	Steve Hicks	Cllr
Witham TC	James Sheehy	Clk
Witham TC	Michael Lager	Cllr
Woodham Ferrers & Bicknacre PC	June Saltmarsh	Chair

Woodham Ferrers & Bicknacre PC	Karen Kuderovitch	Clk