

# Essex Association of Local Councils



## THE 76th ANNUAL GENERAL MEETING

Minutes of the Meeting held on Thursday 24<sup>th</sup> September 2020 at 10am

Held virtually by Zoom Meeting

### The President Cllr John Jowers and Vice Presidents Sheila Jackman , Cllr Anne Brown & Mick Page With the Executive Members and EALC Staff

Cllr J Devlin	Basildon	Cllr McPherson-Davis Treasurer	Basildon
Cllr P Davey Chairman	Brentwood	Cllr Richard North	Brentwood
Cllr A Acott	Castlepoint	Cllr A Townsend	Uttlesford
Cllr S Berlyn	Chelmsford	Cllr S Gill	Uttlesford
Cllr J Gili-Ross Vice Chair	Colchester	Cllr R Mannion	Colchester
Cllr S Jackman	Epping Forest	Mr Abdul Hafiz	Maldon
Cllr M Cohen	Rochford	Cllr R Martin	Rochford
Cllr S Baker	Essex County Council	Cllr M Talbot	Tendring

### Essex Association of Local Councils Staff Present

Charlene Slade	Chief Executive Officer	Pearl Willcox	Executive County Training Officer
Danielle Frost	Health & Wellbeing Officer	Lucy Alston-Nogueira	Sage Administrator
Amanda Brown	Parish Support Officer	Eli Haines	Communications Officer
Louise Gambardella	Office & Training Administrator		

## **Present on the day:**

- 4 President and Vice Presidents  
Dignitaries/Essex County Council  
Delegates  
Delegates from Member Councils  
Member Councils
- 7 Staff

## **In the Chair: The President, Cllr John Jowers**

### **1. Welcome**

The President, John Jowers, welcomed Member Councils and Guests to the 76<sup>th</sup> Annual General Meeting of the Essex Association of Local Councils. The President opened the meeting by saying that the role of Town & Parish Councils is likely to greatly increase in the near future. He then thanked them for the work they have done throughout Covid-19.

2. Apologies for Absence – Charlene Slade read out the list of apologies received from both the Membership & the EALC Executive Committee which are appended to these Minutes on page 89.

### **3. Signing of Minutes from 2019 AGM**

The President asked for any amendments - No amendments were tabled.

The President asked for a Proposer

Cllr Michael Talbot, St Osyth Parish Council proposed acceptance of the minutes.

The President asked for a Seconder

Cllr Abdul Hafiz, Maldon Town Council seconded the motion.

Those present voted unanimously to agree the Minutes as a correct record of proceedings and the President duly signed the Minutes.

### **4. Vice Presidents – Retiring.**

Cllr Peter Davey, Chairman of the EALC thanked Dominic Petre and Margaret Grimster for their contribution during the last 4 years.

### **5. Election of Vice Presidents.**

1. Jennifer Tolhurst – HM Lord-Lieutenant of Essex
2. Joy Darby
3. Mick Page

Election of Vice President (Jenny Tolhurst HM Lord-Lieutenant of Essex) Cllr Peter Davey proposed that Jennifer Tolhurst as an EALC Vice President of the EALC.

Cllr John Gili-Ross seconded and all those present unanimously voted & agreed.  
Their term of Office will conclude in September 2024.

Election of Vice President (Joy Darby) Cllr David McPherson-Davis proposed Joy Darby as an EALC Vice President of the EALC.

Cllr Peter Davey seconded and all those present unanimously voted & agreed.  
Their term of Office will conclude in September 2024.

Election of Vice President (Mick Page) Cllr John Gili-Ross proposed the re-election of Mick Page as an EALC Vice President of the EALC.

Cllr Michael Talbot seconded and all those present voted & agreed.  
Their term of Office will conclude in September 2024.

## **6. Annual Report 2019/2020**

Cllr Peter Davey presented the Annual Report to the Membership.

The President called for questions on the Annual Report.

There were no questions from delegates so the President called for a Proposer

Cllr Abdul Hafiz – Mayor of Maldon Town Council proposed the acceptance of the Report.

The President asked for a Secunder

Cllr Alan Townsend – Great Hallingbury Parish Council seconded the motion.

The Membership voted and unanimously agreed the acceptance of the Annual Report 2019/2020

## **7. EALC Annual Financial Accounts**

The President called on the Treasurer, Cllr David McPherson-Davis, to address the meeting and present the Accounts of the Association for the year 2019/2020 ending 31<sup>st</sup> March 2020.

Cllr McPherson-Davis explained all members received the full accounts for EALC and EA (2013) Ltd prior to the meeting, including the statement of reserves and the auditor's report. The EA (2013) Ltd company is for the payment of the rent for 42B High Street, Great Dunmow. The Treasurer explained to the membership that the Finance Committee are looking closely at the Finances for the EALC due to the COVID-19 pandemic and the loss of the training programme face to face that all the training will be transferred online and Phase Two will see the return of the training face to face.

The Treasurer thanked the EALC staff for the hard work that they put into the association and expressed particular thanks to Essex County Council for their continued support and the grants they provide to the EALC.

The President asked for questions to the Treasurer, a question raised by David Wixley with regards to the future training programme and the enhanced role of the Town and Parish Councils and the changes that might be made to the formation of unitary authority's and how this will give rise to the training programme.

Cllr Peter Davey provided a full response to ensure that the appropriate point the EALC will be championing Town and Parish Council and that will include training courses including online training.

He then asked for a Proposer

Cllr Shelia Jackman – Epping Forest Town Council proposed the acceptance of the Accounts for 2019/20 for EALC and EA (2013) Ltd and the Financial Report.

The President asked for a Seconder

Cllr Andrew Sosin – Great Baddow Parish Council seconded the motion.

A question raised by the chat box from Mayland with regards to the training and the need for Saturday training and online training for the Councilor's who cannot attend. Pearl Willcox the Executive County Training Officer provided an answer to the question to explain that all courses are being transferred and some course written for the delivery of training online.

The Membership unanimously agreed to accept the accounts and Annual Financial Report for 31<sup>st</sup> March 2020.

## **8. Affiliation Fees**

Affiliation Fee request for 2020/2021 2.99% increase for the EALC proportion of the fee.

Cllr McPherson-Davis explained that whilst there is no current inflation, there are increases in payroll costs and is proposing the membership accept the increase of 2.99%.

NALC will set the NALC fee at their AGM in October 2020. It is expected that the fee will be set at 3%.

The President asked for a Proposer

Cllr David McPherson- Davis – Treasurer of the EALC made the proposal to increase the fees next year to 2.99%.

The President asked for a Seconder

Cllr Franklin – Elsenham Parish Council seconded the motion.

The Membership majority vote agreed the increase of 2.99% for the 2021/2022 affiliation fee.

## **9. Appointment of the EALC Auditor**

Cllr McPherson-Davis the Treasurer told the meeting Mr Maurice Howard CIPFA had agreed to stand as Auditor for the year 2020/2021, the Membership was asked to approve this appointment.

The President asked for a Proposer

Cllr David McPherson-Davis - Treasurer of the EALC proposed his appointment.

The President asked for a Seconder

Cllr Mandy Cohen – Barling Magna Parish Council seconded the motion.

The motion was carried unanimously.

## **10. Motion**

Cllr Peter Davey introduced the motion and explained the motion has been put forward by the EALC Executive, as it was recognised changes needed to be made to the constitution. A working party met on 21<sup>st</sup> July and carried out a full assessment. The working party unanimously agreed the changes and agreed to put them forward to the AGM in September.

The President asked Cllr John Gili-Ross from West Bergholt Parish Council and Vice Chairman of the EALC Executive Member to present the motion and explained the various changes proposed. As part of the Covid-19 activities and a review of the processes and documents in place, in a emergency or pandemic situation amendments needed to be made to enable business activities to continue. Therefore, the EALC constitution needed adjustment and is being put forward for approval at this AGM.

A Review and proposed changes to the EALC Constitution, all member have been given a tracked document to show proposed changes and a clean version.

Members raised various questions, and these questions were answered fully answered by Cllr John Gili-Ross and Cllr Peter Davey.

The president asked the Chairman Cllr Peter Davey and Cllr John Gili-Ross if the motion should be deferred for a special meeting or if a vote should take place. It was agreed that a vote should take place.

The President called for the motion to be put to the AGM

Cllr John Gili-Ross West Bergholt Parish Council and Executive Member proposed the motion

The President called for a vote for the proposed Review & change to the EALC Constitution.

The virtual vote took place and the motion was lost with the majority votes against the proposed changes to the EALC Constitution.

## **11. Chief Executive Report – Charlene Slade**

The Chief Executive Officer addressed the meeting thanking all staff in this difficult and challenging time, and expressed hope that next year the EALC AGM and Conference will take place face to face.

## 12. The President's Address

The President then thanked everyone for coming and praise was given to all those working in difficult times including the staff of the EALC who really have worked together as a team. The president announced the giving of an award, 'The Macmurdo Award' to Mrs. Joy Darby to honor the work over 21 years working for the EALC and all Parish and Town Councils across Essex tremendous thanks given to Joy.

The Chairman gave thanks to our president, and gave thanks to the CEO and staff and all members attending this virtual AGM.

## 13. 77th Annual General Meeting

The President announced that the date of the 77th EALC AGM would be announced in due course.

## 14. Meeting Closure 12.24 pm

The President closed the 76th Annual General Meeting

Signature ..... Date .....

### Apologies for the AGM from the EALC Exec Committee 2020

Name	Clk/Cllr/Chairman	Representing Parish/Town Council
Helen Symmons	Town Clk	Leigh on Sea TC
Jeanette Stilts	Cllr	Maldon TC/Large Local Council Representative on Exec
Wendy Stamp	Cllr	Burnham on Crouch TC

### Apologies for the AGM from the Membership 2020

Chairman	John Anderson	Southminster PC
Chairman	Judith Farr	Stebbing PC
Chairman	Tim Barrott	Ardleigh PC
Chairman	Mick Radley	Halstead TC
Chief Constable	B J Harrington	Essex Police
Clk	Ian Brown	Sturmer, Finchingfield, Little Canfield & Little Easton
Clk	Clare Milligan	Great Baddow
Clk	Susan Deluca	Northweald Bassett PC
Clk	Adriana Jones	Stanford Rivers PC
Clk	Karen Kuderovitch	Woodham Ferrers & Bicknacre PC
Clk	Mike Letch	Broomfield PC & Ongar TC

Clk	David Lines	Stanway
Clk	Philippa Potter	Kelevdon PC
Cllr	Lesley Vingoe	Hockley PC
Cllr	Susan Meyer	Great Hallingbury PC
Cllr	Jo Beavis	Gosfield PC
Councillors		Great Burstead PC
Councillors		Sth Green Village Council
Councillors		Ramsden Bellhouse PC
Councillors		Nazeing PC
Locum Clk	Ann Wood	Bulmer PC
Mayor	Robert Massey	South Woodham Ferrers TC
Mayor	Fiona Robertson	Frinton & Walton TC
Town Clk	Sarh Greatorex	Halstead TC
Vice President	Dominic Peter	

#### Voting Members

<b>PARISH/TOWN COUNCIL</b>	<b>DELEGATE</b>	<b>Chair/Cllr/Clerk</b>
Abberton & Langenhoe	Simon Dougherty	Cllr
Abberton & Langenhoe	Alan Frost	Cllr
Alfresford	Michelle Salazar	Clk
Alresford/EALC Exec	Linda Belgroveq	Cllr
Ardleigh	Janye Marshall	Cllr
Barling Magna/EALC Exec	Mandy Cohen	Chair
Billericay TC	Deborah Tonkiss	Town Clk
Billericay TC/EALC Exec	Jim Devlin	Chairman
Bowers Gifford & North Benfleet	Christine Barlow	Clk
Bradwell on Sea	Jean Allen	Chair
Buckhurst Hill	Smruti Patel	Chair
Buckhurst Hill	Liz Petyt-Start	Clk
Bulmer	Mike Crome	Cllr
Canewdon	Kelly Holland	Clk
Canvey Island TC/EALC Exec	Alan Acott	Mayor
Clavering/EALC Exec	Stephanie Gill	Chair
Danbury/EALC Exec	Stuart Berlyn	Chair
Danbury/EALC Exec	Mandy Hessing	Cllr
East Donyland	Elizabeth Nelson Hayes	Clk
Elmstead	Martine Ward	Cllr

Elmstead	Angela Baxter	Clk
Elsenham	Graham Mott	Chair
Elsenham	Ray Franklin	Cllr
Epping TC	Beverley Rumsey	Town Clk
Epping TC	Grahame Scruton	Chair
Feering	Lee Blackburn	Cllr
Feering	Lisa Collins	Clk
Frating	Michelle Salazar	Clk
Galleywood	Tory Melhuish	Clk
Great Baddow	Ginette Phillips	Assist Clk
Great Baddow	Val Chiswell	Chair
Great Baddow	Andrew Sosin	Cllr
Great Braxted	Ken Hornett	Chair
Great Dunmow TC	Caroline Fuller	Town Clerk
Great Dunmow TC	Terry Moore	Cllr
Great Hallingbury/EALC Exec	Alan Townsend	Chair
Great Notley	Graham Butland	Cllr
Great Notley/SLCC	Suzanne Walker	Clk/Secretary
Great Oakley	Yvonne Bailey	Chair
Gt & Little Leighs	James Raven	Chair
Gt & Little Leighs	Jessica Mason	Clk
Hadstock	Sara Beckett	Clk
Hadstock	Rick Albeow	Cllr
Halstead TC	Malcolm Fincken	Cllr
Helions Bumpstead	Cathryn Carlisle	Clk
Hockley	Kelly Holland	Clk
Hockley	Sue Martin	Cllr
Ingatestone & Fryerning	Paul Jeater	Chair
Ingatestone & Fryerning	Dawn Jelley	Vice Chair
Kelvedon	Philippa Potter	Clk
Kelvedon Hatch/EALC Exec	Richard North	Cllr
Langford & Utling	Vicky Anfilogoff	Chair
Langford & Utling	Irene Allen	Vice Chair
Langham	Carol Harbach	Clk
Latchingdon	Tony Fittock	Vice Chair
Little Burstead	Christine Barlow	Clk
Little Clacton	Dan Land	Clk
Little Waltham/SLCC	Suzanne Walker	Clk/Secretary



Loughton TC	David Wixley	Cllr
LoughtonTC/SLCC	Mark Squire	Town Clk/Chair
Maldon TC	Christopher Swain	Cllr
Maldon TC/EALC Exec	Abdul Hafiz	Mayor
Mount Bures	Ian Woodman	Chair
Myland Community Council	Clare Williams	Cllr
Northweald Bassett/EALC Exec	Sheila Jackman MBE	Cllr/Vice President
Radwinter	Cathryn Carlisle	Clk
Ramsden Bellhouse	Georgina Bassett	Clk
Rayleigh TC	Bob Milne	Cllr
Rayne	Sarah Cocks	Clk
Rayne	Grace Meehan	Cllr
Rettendon	David Phillips	Cllr
Rochford Hundred ALC/EALC Exec	Roy Martin	Cllr
Shalford	Cathryn Carlisle	Clk
Sible Hedingham	Martin Lee	Chair
South Woodham Ferrers TC	Karen Hawkes	Town Clk
South Woodham Ferrers TC	Ian Roberts	Cllr
Springfield	Susan Sullivan	Chair
St Osyth	Michael Talbot	Cllr
St Osyth	Karen Sinclair	Cllr
Tendring	Michelle Salazar	Clk
The Henny's, Middleton & Twinstead	Anthony Lyster	Chairman
The Sailings	Cathryn Carlisle	Clk
Tillingham	Kerry Baker	Cllr
Tiptree/EALC Exec	Roger Mannion	Chair
West Mersea TC	Petra Palfreyman	Town Clk
Fordham	George Branagh	Chair

#### Non Voting members

<b>PARISH/TOWN COUNCIL</b>	<b>DELEGATE</b>	<b>Chair/Cllr/Clerk</b>
Danbury	Michelle Harper	Clk
EALC President	Cllr John Jowers	President
Essex County Council/EALC Exec	Susan Barker	Cllr
Essex Police	Rachel Nolan	Assist Chief Constable
Essex Police	Andy Prophet	Assist Chief Constable
Great Dunmow TC	Stuart Withington	Cllr

Ingatestone & Fryerning	Abi Wood	Clk
Ingatestone & Fryerning/EALC Exec	Peter Davey	Cllr/Chair
Maldon TC	Jane Coleman	Town Clk
Myland Community Council	Pauline Bacon	Cllr
Police, Fire Crime Commissioner for Essex	Roger Hirst	Crime Commissioner
Ramsden Crays/EALC Exec	David McPherson Davis	Chair/Treasurer
RCCE	Nick Shuttleworth	Executive Director
Vice President EALC	Anne Brown	Cllr/Vice President
Vice President EALC	Mick Page	Vice President
Vice President EALC	Joy Darby	Vice President
Vice President EALC	Jennifer Tolhurst	Vice President
West Bergholt/EALC Exec	John Gili-Ross	Cllr/Vice Chairman