



**Essex Association of Local Councils**

**MINUTES**

**EALC Management Meeting Agenda 15<sup>th</sup> May 2020 at 3.30 pm**

**Via Microsoft Teams**

15<sup>th</sup> May 2020

During COVID -19

Cllr Peter Davey	(Chairman)
Cllr John Gili-Ross	(Vice-Chairman)
Cllr David McPherson-Davis	(Treasurer)
Charlene Slade	(Chief Executive Officer)
Joy Darby	(Strategic Lead Manager)

**Agenda**

**1. Chairman's Welcome**

Meetings Attended Via ZOOM, Microsoft Teams

11<sup>th</sup> May Annual Parish Council meeting

12<sup>th</sup> May First meeting of the independent Essex Climate Action Commission

Action CS: Covid-19 Update reminder to Town & Parish Councils to ask Clerks to send us the updated Chairman or Vice Chairman changes.

Agreed.

Action JD: include details of Climate Change in the Action Plan

**2. Apologies for Absence**

None.

**3. Minutes**

3.1 Minutes of the Management Meeting held on 7<sup>th</sup> May 2020 – Matters arising not on this agenda (Appendix 1)

**4. Update from CEO – Meetings Attended Virtually**

1<sup>st</sup> May Local Community Hubs

1<sup>st</sup> May EALC Connections

5 <sup>th</sup> May	EALC DAC Meeting
6 <sup>th</sup> May	Staff one to one – R Sheppard
6 <sup>th</sup> May	County Officers Forum
6 <sup>th</sup> May	EALC Connections
7 <sup>th</sup> May	Staff one to one – D Frost
7 <sup>th</sup> May	Staff one to one – A Brown
7 <sup>th</sup> May	Empowered Management Meeting
11 <sup>th</sup> May	Staff one to one – P Willcox
12 <sup>th</sup> May	EALC DAC Meeting
13 <sup>th</sup> May	Staff One to One – R Sheppard
13 <sup>th</sup> May	Call with the Auditor
15 <sup>th</sup> May	Staff one to one – L Gambardella
15 <sup>th</sup> May	Staff one to one – L Alston-Nogueira

Noted.

## 5. Finance

5.2 Financial forecast projections – Cash flow showing Opening balance (Appendix 2)

Noted.

5.3 Cash flow update Bank Balances (Appendix 3)

Noted.

5.4 CCLA Scheme (Appendix 4)

Noted.

5.4.1 CCLA Facts Sheet (Appendix 5)

Noted.

5.4.2 CCLA Application form (Appendix 6) – decision to complete the application form to open an account with CCLA for your approval.

Action: CS to contact NALC with a reference request from the Finance Manager for CCLA.

Action: CS to contact EALC Treasurer to discuss and complete the application form.

5.5 Affiliation fees update (Appendix 7)

1<sup>st</sup> Payment raised and sent to NALC (£37,842.34)

Noted.

Action: CS to add a different sentence to the WWT for the members, remove the number of affiliated members.

5.7 Appointment of Auditor for 2020/2021 (Appendix 8)

Letter of appointment for approval

EMM have made the decision to re appoint the Auditor and will inform the Executive Committee.

Letter approved.

Action: CS to send the letter.

## **5.8 Outcome of Government Announcement - for discussion**

### **5.8.1 Plans for office preparation – update from CEO**

The EMM have discussed BJ, EMM are with the current arrangement's

Action: CS to provide an action plan template to the EMM as a place for the return to work.

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

### **6.2 East C.A.N Online training 5 online courses released**

Noted.

### **6.3 Publication sales, new clerks' packs – update from CEO**

Agreed that publications should continue. Noted.

### **6.4 COVID - 19 Update for the EALC and other Partnerships - from Strategic Lead Manager**

Action: RS to continue to update the Chairman's database.

Action: CS to take to COF the concerns from District Councils and share a letter to the larger town councils.

Action: CS to write to Shelia Jackman and Anthony Belgrove to nominate replacement member on the Executive for Kathryn Richmond. To confirm who will be at the meeting on 16<sup>th</sup> July 2020

## **7. National Matters**

### **7.1 Update from Chairman**

Virtual meetings

National Initiatives

COVID-19

Noted.

## **8. Essex Matters**

### **8.1 Essex County Council – CIF Fund meeting with ECC on 21<sup>st</sup> May 2020 11am**

Action: CS to ensure that the County Update is sent out before 21<sup>st</sup> May

### **8.1.2 Foodbank Fund – update from CEO**

Noted.

### **8.2 Local Community Hubs Sitrep – Update from CEO**

Noted.

### **8.4 Vice Chairman Update**

Noted.

### **8.5 Staff Reports**

8.6 Legal enquiries report (Appendix 9)

Noted.

Action: CS to update the weekly walk through with reflections on the legal updates

8.7 Future training program report (To follow)

Noted.

9. **Essex Rural Partnership - Noted**

10. **Police Matters - Noted**

11. **Feedback and Next Agenda**

11.1 Feedback 15 minutes of open forum for members to raise issues of mutual interest

Action: CS to invite in advance to the personnel and finance committee on 2<sup>nd</sup> July for a Personnel meeting to take place at 10am followed by a Finance at 12 noon meeting.

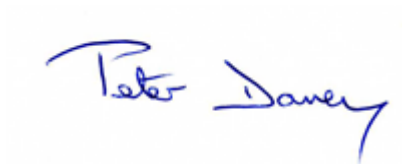
12. **Date of Next Virtual Meeting**

18<sup>th</sup> June at 2 pm

13. **Matters for future agenda items**

14. **Meeting Closure**

Meeting Closed at 17:32 pm

A handwritten signature in blue ink that reads "Peter Davey". The signature is written in a cursive style and is contained within a thin black rectangular border.

18<sup>th</sup> May 2020