



**Essex Association of Local Councils
DRAFT MINUTES
EALC Executive Meeting Agenda July 2020
42B High Street Great Dunmow CM6 1AH**

16th July 2020

Members Present:

Cllr J Devlin	Basildon	Cllr McPherson-Davis	Basildon
Cllr Don Smith	Braintree		
Cllr P Davey	Brentwood	Cllr R North	Brentwood
Cllr S Berlyn	Chelmsford	Cllr A Acott	Canvey Island
Cllr J Gili-Ross	Colchester	Cllr Roger Mannion	Colchester
Cllr J Stilts	LLCF	Cllr A Hafiz	Maldon
Cllr M Cohen	Rochford	Cllr R Martin	Rochford
Cllr S Gill	Uttlesford	Cllr A Townsend	Uttlesford

Also Present:

CEO	Charlene Slade
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Agenda

1. Chairman's Welcome

First meeting virtual of the Executive, welcome to:

Cllr Roger Mannion	Colchester	Cllr Stephanie Gill	Uttlesford
Johnathan Owen	CEO NALC		

2 Roles of the Chairman and Vice-Chairman of the Association

- 2.1 Personal Profile Cllr Peter Davey. Noted
- 2.2 Personal Profile Cllr John Gili-Ross. Noted

Meetings Attended

20 th May	Essex health and Wellbeing Board Meeting
21 st May	EALC Chairman's' Councillor Forum
22 nd May	EALC Annual Accreditation Panel Meeting
4 th June	Safer Essex Forum
16 th June	NALC Management Board meeting, National Assembly meeting
18 th June	Rural Crime Forum
22 nd June	Policy and Resources Committee
24 th June	Essex Rural Partnership
7 th July	Climate action Commission
8 th July	Essex Rural Partnership Strategic Board Meeting
14 th July	National Assembly
15 th July	Essex Health and Wellbeing Board

3. Apologies for Absence (Please email charlene.slade@ealc.gov.uk)

H Symmons	Southend	Cllr W Stamp	Maldon
Cllr S Jackman	Epping	Cllr M Hessing	Chelmsford
J Darby	EALC	Cllr S Barker	ECC
K C Callaghan	ECC	Cllr L Belgrove	Tendring

Noted.

4. Minutes

- 4.1 Minutes of the EALC Executive Meeting held on 19th March 2020.

All those present agreed the minutes.

Peter explained the Executive Committee Structure to members present and where there are replacement seats on the EALC Executive, the Chairman encouraged fellow members to ensure that the vacancies are filled so that EALC have two representatives from each District Association.

The Chairman welcomed the two new Executive Committee members, Cllr R Mannion representing Colchester and Cllr S Gill representing Uttlesford.

Note: Kathryn Richmond now sits on the LCAS (Local Council Award Scheme) panel. Many Thanks go to Kathryn for her continued support.

A request for the District Association representatives to complete a template (provided by the CEO), to explain to the EALC Executive Committee their Associations

Structures. Please ensure to invite the EALC Chairman Cllr Peter Davey and the CEO Charlene Slade to the next meeting of your District Association.

4. Personnel – The Personnel Committee update.

Thank you to Charlene for setting up the EALC staff to work remotely from home. Successful Maternity Cover recruitment has taken place. Congratulations to Rebecca Sheppard who gave birth to her Baby Daughter Evie-Louise on Monday 13th July. Flowers will be given to Becky from All staff and Executive Committee members.

Update on the Sage Administrator Post, Lucy Alston-Nogueira started post on 24th February 2020.

Noted.

6. Finance

6.1 Finance Committee Minutes 2nd July 2020.

Proposed by Cllr M Cohen

Seconded by Cllr R Martin

All those present at the Finance meeting agreed the minutes.

6.2 EALC Draft Unaudited Accounts – Profit and Loss

Draft documents were shared on the screen. CS explained additional income generated in the financial year ending 31st March of £13,560 for bespoke courses and course income. However, where some courses invoiced in advance in the month of February totalling £5,190 and the courses were subsequently cancelled due to Covid-19.

There will be a provision in the accounts for providing refunds/credits to members. Recommendations will be taken from the auditor.

Additional income from publications of £1,565 at 31st March 2020

The EALC accounts are currently being audited and recommendations will be taken from the auditor.

6.3 EALC Unaudited Draft Balance sheet.

Noted.

6.4 EALC Unaudited Draft Statement of Reserves.

Noted.

- 6.5 Draft Notes to the Accounts, unaudited.
Noted.

6.5.1 **Motion**

Executive Committee to agree to empower the Finance Committee to approve the EALC year-end accounts for the 2019/2020 financial year subject to audit for recommendation to the Executive and AGM.

Proposal - The Finance Committee meet to agree the accounts and present to the Executive Committee the final audited accounts.

Proposed by Cllr Abdul Hafiz
Seconded by Cllr John Gili-Ross

9 members agreed.
4 members did not agree.
The motion has been carried by the majority vote.

Agreed.

- 6.6 EALC Bank Balances at 20th June 2020

Prepayment received in advance for the ECC fund.
Noted.

- 6.7 EA (2013) Ltd Audited Accounts Profit and Loss.
Noted.

- 6.8 EA (2013) Ltd Audited Accounts Balance Sheet.
Noted.

- 6.9 EA (2013) Ltd Audited Accounts Notes to the accounts.
Noted.

- 6.10 Affiliation Fees Update.
Noted.

- 6.11 Affiliation Fees Outstanding

Change to be made to the report as follows: Stock Parish Council is in Chelmsford District, not Basildon. Apologises for this error.

Noted.

6.12 June Budget Report

Document shared to the members on the screen, column 4 forecast shows -£15,851 for 20/21 this figure is reflected in the forecast to trading report.

6.13 Forecast to trading July 2020

Two scenarios shared on the screen:

Scenario 1, with the possibility that training courses will continue in September as a good measure for the predicted training program.

The 2nd scenario shows a possibility that the training program may not continue in this financial year therefore the training loss due to covid-19 could show a significant loss at 31st March 2021.

Figures from scenario 2 should be reflected in the next budget report.

Congratulations to David and Charlene from Jim Devlin for the work that has gone into the financial reports.

Business support grant application will be looked at again.

6.14 Notes to trading. Noted.

6.15 Reserves policy at 31st March 2020 was £135,000 and this has been reduced to £110,000 due to the reduced cost of payroll.

6.16 Affiliation fees for the 2021/2022 financial year. NALC increase affiliation fees will be 3% i.e. 7.42p per electorate with a cap for larger councils of £1,900

Propose to recommend to the AGM increase the affiliation fee of 2.99%

Proposed Jim Devlin

Seconded Mandy Cohen

9 in favour

3 not agree, JGR, SG, SB

The motion has been carried by the majority vote.

7. Vice Chair Report

- 7.1 Cllr Rodney Bass has sadly pass away. One-minute silence was held in respect of Cllr Rodney Bass. Thoughts go to his family and friends and this sad time.
- 7.2 Empowered Management meetings attended, personnel meeting attended. Police fire and crime panel meetings attended.
Garden community projects update
Colchester Association update, business as normal.

8. New Initiatives and Other Matters for Discussion.

- 8.1 Strategic Action Plan date to be agreed (30th July) to hold an extra ordinary meeting.
Members to agree they are able attend 30th July extra ordinary meeting.

- 8.2 Re-opening of office Risk Assessment Covid-19 (MIB page 25 to 27)
Noted.

Abdul Hafiz left the meeting at 12:08

- 8.3 Review of the EALC Constitution and Standing Orders

John Gili Ross made a proposal to form a small working party to review the EALC Constitution and Standing Orders, these documents were last reviewed in 2013.

Section 4.10 of the Constitution states:

From time to time, the Executive Committee may appoint Working Groups to examine certain important matters as they arise and to report back as the Executive Committee may direct.

Proposed by John Gili-Ross

Seconded by Stuart Berlyn

Members of the working party:

Jim Devlin

Roger Mannion

John Gili-Ross

Alan Acott

Linda Belgrove expressed an interest in the working party.

9. National Matters

NALC Report – Update CEO Jonathan Owen

Thanks to all our Parish and Town Councils. Setting up of volunteering groups, to building this into the following up after Covid-19.

Thanks to EALC who are setting the standard for the CALC's other colleagues and partners. ECC police SLCC compliments the work of NALC. Thank you to Joy Darby who has been an outstanding CEO over 21 years and she will be missed.

Thank you to Peter for the Finances of NALC.

NALC have signed off their draft accounts. Sharing good practice throughout the sector. Health and Wellbeing, sharing good practice with other colleagues and County Associations.

CS Technical issues, left the meeting and re-joined 12:28

Janette Stilts left the meeting at 12:29

Code of Conduct, waiting for a response

The LGA would look to a new single code for all the council. Wait to see what will happen with the outcome from the consultations.

S Berlyn left the meeting 12:35

10. Essex Matters

10.1 Essex County Council Report – Cllr Susan Barker (or her representative). Apologises Given.

10.2 Kirsty O’Callaghan Report - Apologises Given.

Mr Eli Haines joined the meeting 12:41

Communications Officer (Mr Eli Haines) CEO to introduce Eli to the Executive Committee. Welcome from the Chairman and members present.

11. Chief Executive Report (MIB page 28 to 30) Noted.

11.1 Strategic Lead Manager (Joy Darby) (MIB page 31 to 33). Noted.

11.2 Executive County Training Officer Report (Pearl Willcox) (MIB 34 to 36) Noted.

11.3 CIF and Microgrant Update (Louise Gambardella) (MIB page 37) Noted.

11.4 Parish Council Development Officer (Amanda Brown) (MIB page 38 to 39) Noted.

11.5 Office and Training Co-Ordinator_(Rebecca Sheppard) (MIB page 40 to 41) Noted.

11.6 Health and Wellbeing Officer (Danielle Frost) (MIB page 42 to 43) Noted.

11.8 Sage Administrator (Lucy Alston-Nogueira) (MIB page 44) Noted.

12. Mr Eli Haines was previously introduced (Item point 10.1)

13. Feedback and Next Agenda

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

14. Date of Next Virtual Meetings

30 th	July 2020	(Extra Ordinary Meeting TBA)
10 th	September 2020.	
24 th	September 2020	(Annual General Meeting).
19 th	November 2020	(Annual Meeting of the Executive).

15. Matters for future agenda items

16. Meeting Closure 12:50

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