



Essex Association of Local Councils

MINUTES

EALC Management Meeting Agenda 2nd April 2020 at 3 pm

Via Microsoft Teams

1st April 2020

During COVID-19

Members Present

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

Agenda

1. Chairman's Welcome

Welcome to Charlene, her first meeting as CEO and to Joy Darby as EALC Strategic Lead Manager.

Clarification for David to let us know if he cannot make these meetings so that they can be rescheduled. The meeting cannot go ahead if David is not present as the meeting would not be quorate.

Minutes from this meeting will be provided to the executive to give an update on current situations.

Chairman's Meetings Attended Via ZOOM, Skype, Microsoft Teams

25th March NALC Management Board briefing

26th March EALC empowered Executive members briefing by the CEO and CEO Designate

2. Apologies for Absence

No Apologies

3. Minutes

- 3.1 Minutes of the EALC Executive Meeting held on 19th March 2020 – Matters arising not on this agenda
Noted. No matters arising.

4. Personnel

Contracts Issued to staff whose job titles have changed due to the restructure.

A temporary change to the place of work added to contracts for the purpose for working from home during this period. Annual leave holiday must be taken at times agreed with the EALC.

Computer equipment has been issued to all staff in order to work from home during COVID 19. The laptops have been funded under the Micro Grants.

Staff have been made aware office equipment belongs to EALC and is for work purposes only.

The issue of contractual changes was raised and the EALC Strategic Lead manager responded by explaining that nothing fundamentally had changed in the contracts.

An office mobile purchased in order to divert all office calls to Pearl.
EALC Mobile number to be put on the COVID19 if call divert fails.

Staff work plans issued.

5. Finance

- 5.2 David McPherson-Davis Update – Cash flow Opening Balance £225,470.62
From a cash point of view.

5.3 Financial forecast projections – Cllr David McPherson-Davis
Assumptions based on a loss of 6 months courses. With 10% loss of EALC Affiliation fees. The meeting discussed the retention of the 20% of NALC affiliation fee due in September. It was agreed however to make a progressive payment as affiliation fees were received in April, May and June accumulated to the 80% of the NALC fee.

5.4 Cash flow update (Appendix 1)
With a carried forward balance of £225,670.62 will show EALC have achieved to cover the current assets over current liabilities as per the EALC reserves policy.

Still await the reply from Cllr Finch, with regards to the invoice raised for £10 XXX and letter sent. We have assumed the fund will be received in April.

- 5.5 Statement of Reserves (Appendix 2) Noted.

5.6 Affiliation fees update (Appendix 3)
Cash equivalent of £16,819.14 + £9,183.32 received today

Total 2nd April 2020 affiliation fees received of £26,002.46

Audit 2019/2020 – A conversation with the auditor need to take place to take files away for auditing at home. Presentation of the audited accounts to the Exec prior to the AGM? August Executive?

The empowered management team are to hold a meeting to ratify the EALC accounts and EA (2013) LTD accounts.

6. New Initiatives and Other Matters for Decision

6.2 Clerks Forum – Update from CEO and EALC Strategic Lead Manager
Executive members contacted, to be moderators for the meetings.
Controller will mute all people in the forums.

6.3 New Online Courses to be written – update from CEO
Proactive response with online courses to be written, Pearl to link in with tutors.

6.4 COVID - 19 Update from EALC Strategic Lead Manager
Rebecca sending out online covid19, website to be updated to make easier to see, hide some of normal buttons not necessary.
Front page of website is being updated on a daily basis with latest initiative with in relation to COVID-19, funding, online training and any other initiatives.

CIF, Micro Grants, NHS fund is still there and needs tidying.
EALC to Lobby NALC to include the CALC's. Agreed.

6.5 Remote working structure / Training Hubs
All purchased Laptops were funded under the micro grant scheme. Laptops will be used at a later date for the training hubs.

7. National Matters

7.1 Update from Chairman
The NALC management board virtual meeting was to be held next Tuesday.
National Assembly meeting would have to be held virtually.
Letter to all Parish and Town Councils for the membership fees to be paid in April
Letter to the leader of ECC with special update
Daily updates with the CEO on all matter relating to EALC, ECC and NALC

8. Essex Matters

8.1 Essex County Council – Update from CEO
Main point of contact is Charlotte Britton, Lead of Community Groups weekly meetings held
Notice of any other meetings from ECC, Joy to find email ask to be invited.

8.2 Local Community Hubs Sitrep – Update from CEO
Daily meetings with ECC are scheduled, attended by CEO.

8.3 New Fund – Update from CEO
ECC launched a new Foodbank FUND additional bank account set up within 24 hours within the unity account, bank mandate is a mirror image of the current bank account mandate. New account number for the purpose of managing the fund.

8.4 Vice Chairman Report - Update

Linked in with Bernard Jenkin

Medication and Pharmacy concerns

Coronavirus bill needs a revision. Monitoring officers may have given bad advice.

Holding meetings remotely and recorded appropriately and dealt with in a future time.

Recycling collection Colchester has stopped collections

Brentwood stopped garden waste and glass waste collection

West Bergholt has organised its own collection with recycling unit

Colchester Borough Council complained, informed the police, Roger Hirst has been informed, system is manageable and will continue.

8.5 Executive County Training Officer Report (Pearl Willcox)

8.6 Staff Work Plan (Appendix 4) Noted.

8.7 ECC Funds Update

8.8 CIF, CIF Emergency Fund, Micro Grant, NHS England, Foodbank Fund
Update from CEO (Appendix 5)

Louise Gambardella, to include all funds on spreadsheet

CIF – Waiting for ECC to give direction on start date

8.9 Parish Council Development Officer (Amanda Brown)

8.10 Staff Work Plan (Appendix 6) / Legal Update. Noted.

8.11 Health & Wellbeing Officer (Danielle Frost)

8.12 Staff Work Plan (Appendix 7)

Gave new job description, needs to be confirmed and agreed.

8.13 Communications Officer (Rebecca Sheppard) – Update from CEO

The communication officers maternity post was discussed and it was agreed that an individual that has been identified within the parish sector that would be more than capable of carrying out this role would be approached through the chair of the personnel committee.

Salary to be agreed.

8.14 Essex Rural Partnership - Noted

9. Police Matters - Noted

10. Feedback and Next Agenda

10.1 Councils Meeting

The powers to be devolved to the clerk, council can consult.

No reason why councils cannot hold virtual meetings and where there are no means for the virtual meetings, emails are fine to make decisions

Apart from the notice on the notice board there is no reason why all the usual processes do not happen.

Email trail and set of minutes provides a good understanding and should still be happening. Ratify the minutes at the next virtual meeting.

Some councils have not put anything in place, even to pay the clerks salary
Joy will put in place a process for the small councils.

10.2 No Feedback.

11. Date of Next Virtual Meeting

9th April 2020 3pm confirmed in the diary

12. Matters for future agenda items

13. Meeting Closure 17:14 hours



9/04/2020