



Essex Association of Local Councils

MINUTES

EALC Management Meeting Agenda 7th May 2020 at 3 pm

Via Microsoft Teams

7th 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)

Minutes

1. Chairman's Welcome -

Meetings Attended Via ZOOM, Microsoft Teams

1st May - Chief Constable B J Harrington

5th May – Essex Honours Panel Meeting chaired by Jenny Tolhurst, Lord Lieutenant Essex

Action: CS to circulate the minutes of the meeting with Chief Constable B J Harrington to: Chief Constable B J Harrington, Rachel Nolan, Cllr John Gili-Ross, Cllr Peter Davey and Cllr David McPherson Davis.

Action: CS to add weblink for the Honours Page to the EALC website. There are two awards per year – Queens Award and Honours List.

2. Apologies for Absence

None.

3. Minutes

3.1 Minutes of the Management Meeting held on 9th April 2020 – Matters arising not on this agenda (Appendix 1)

Action: CS to amend minutes with correct name spelling for Cllr David McPherson David to Cllr David McPherson Davis – apologies for the error in spelling.

Action: CS to ensure correct minutes are on the EALC website.

- 4. Update from CEO – Meetings Attended Virtually**
1st May - Chief Constable B J Harrington
Weekly DAC meeting with staff every Tuesday at 11am
29th April - Plunket Foundation – Public Works Loan Board
COF – County Officer Forums Every Wednesday at 11am
Weekly One to One's with Staff
Clerks Forums

Noted.

5. Finance

- 5.2 Financial forecast projections – Cash flow showing Opening balance (To Follow)

Action: CS to update to members and send the Cash Flow Forecast as amended.

- 5.3 Cash flow update Bank Balances (Appendix 3)

Action: CS to contact CCLA, gather up to date information for a new account to be opened.

Action: CS to propose to Empowered Management Board a recommendation for £ XXX's to be transferred to a new account with CCLA.

- 5.4 Statement of Reserves (Appendix 4)

Noted.

- 5.5 Affiliation fees update (Appendix 5) – decision on amount to forward to the NALC

Action: CS to raise payment to NALC for £37,842.34 the amount equates to NALC affiliation fees received to date. Include a letter to reflect that the payment is made in response to the current situation.

Proposer – John Gili

Secunder – David McPherson Davis

Agreed.

- 5.6 Yearend Accounts – Schedule of Audit (Appendix 6)

Noted.

- 5.7 Appointment of Auditor for 2020/2021

Action: CS to approach the current auditor and under the Covid-19 circumstances ask to continue with an audit on EALC's and EA (2013) Ltd 2020/21 accounts ending 31st March 2021.

Agreed.

The next Executive Committee Meeting to be held on 18th July 2020 as a Virtual Meeting, in order to sign off the accounts.

Agreed.

5.8 AGM 25th September 2020 – for discussion (Quorum)

Quorum for the AGM is 40

AGM can be moved to October 2020

Action: CS to call a meeting post Sunday 9th May 2020 to discuss the outcome of the Government announcement due to take place.

6. New Initiatives and Other Matters for Decision

6.2 East C.A.N Online training meeting on 22nd May 12:30 pm

Online training meeting booked with Suffolk, Norfolk, Hertfordshire and Cambridgeshire. launch of a further 5 online training courses released today.

6.3 Workshops to take place virtually – update from CEO

Training programme is being reviewed, to ensure that all the courses that can be scaled down are able to run as a workshop style course virtually.

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

All Covid-19 daily updates are running very well.

7. National Matters

7.1 Update from Chairman
Virtual meetings
National Initiatives
COVID-19

Noted.

8. Essex Matters

8.1 Essex County Council – Update from CEO

Action: CS to contact Charlotte Britton to arrange a Teams Meeting for clarification of the 2020 CIF Fund launch date.

8.2 Local Community Hubs Sitrep – Update from CEO

Noted.

8.4 Vice Chairman Update

Noted.

8.5 Staff Reports

8.6 Staff Weekly Achievements for April (Appendix 8)

Action: CS to provide a data base and report to show the drivers for the legal enquiries.

8.7 ECC Funds Update

8.8 Reconciliation to 31st March 2020 (Appendix 9)

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.

12. Date of Next Virtual Meeting

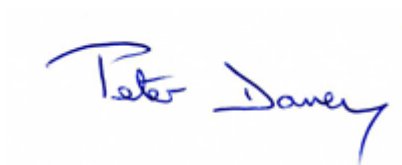
15th May 2020 at 3:30 pm - Via Teams

13. Matters for future agenda items

Action: CS to provide a report to show planned training courses, to provide assurance for the future of the training program and what the potential training income might be.

14. Meeting Closure

17:10 pm

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

12th May 2020