



Essex Association of Local Councils
Minutes
Annual Meeting of the EALC Executive 21st November 2019
42B High Street Great Dunmow CM6 1AH

Members Present:

Cllr J Devlin	Basildon	Cllr D McPherson-Davis	Basildon
Cllr D Smith	Braintree	Cllr A Acott	Castlepoint
Cllr P Davey	Brentwood	Cllr Richard North	Brentwood
Cllr S Berlyn	Chelmsford	Cllr M Hessing	Chelmsford
Cllr J Gili-Ross	Colchester	Cllr A Walker	Colchester
Cllr S Jackman	Epping Forest	Mrs H Symmonds	Southend
Cllr M Cohen	Rochford	Cllr R Martin	Rochford
Cllr A Hafiz	Maldon	Cllr J Anderson	Maldon
Cllr L Belgrove	Tendring	Cllr M Talbot	Tendring
Cllr Wendy Stamp	Maldon	Cllr A Townsend	Uttlesford

Also Present:

Joy Darby	Chief Executive Officer
Charlene Slade	Executive RFO & Buildings Manager
Rebecca Sheppard	Office & Training Coordinator
Pearl Willcox	Executive County Training Officer

In the Chair:	Cllr Peter Davey
Vice Chairman:	Cllr John Gili-Ross

Treasurer:	Cllr David McPherson-Davis
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Other staff present for Chief Executive Officer Briefing

Louise Gambardella

Funding Officer

Danielle Frost

Health & Wellbeing Officer

Chief Executive Briefing

Mrs Darby presented on the planned exit of the current CEO. As the Chief Executive Officer, Mrs Darby will be leaving on 31st March 2020. To ensure a seamless transition and continuation of services every staff member has been undergoing more training and certain staff members will be taking over such tasks as Short Courses. Mrs Brown & Mrs Frost will be rewriting the short course modules and will be tutoring them from April 1st.

All staff will be trained on the rules of dealing with Local Council process and procedure enquiries and when to contact the EALC working partners such as NALC, VineHR and ELS for support.

The delivery of Advanced Councillor Training Days has been taken up by Angie Balcombe and Wendy Stamp and the delivery of Chairman Training Days have been taken up by Kelly Holland and Wendy Stamp.

The Chairman presented on the recruitment process of the new CEO. Since Mrs Darby announced her retirement in September 2019 a full job description and a person specification was agreed and published. There were 3 applicants applied who had the potential and the interviews were held on 1st November and a decision was made to appoint a CEO designate for the transition period. The successful applicant is already known and respected in the sector and has the confidence of our partners through the introduction of proven financial controls. The Chairman announced that Miss Charlene Slade, current EALC Executive RFO & Buildings Manager has been appointed CEO Designate.

The Executive Members gave a round of applause.

Mrs Darby explained that the Association was very different to when she started and now Miss Slade will bring a new perspective. Her desire to learn and understand the sector, coupled with her financial acumen make her the best choice for the next EALC CEO. Mrs Darby stated that during the next 4 months, Miss Slade will gradually transition into the CEO role.

Miss Slade addressed the Executive Members stating this is a fantastic opportunity to take the position of CEO designate. During the last 3 years she has gained huge knowledge and understanding of the EALC and the complex structure, members and partners. Miss Slade presented on the visions and aspirations for the future of the EALC including an online training programme, a new EALC induction day and tutor networking. New services would include a Payroll service portfolio, an internal audit portfolio for members and a new interactive website development to include online booking and payments.

Cllr Peter Davey asked all members present to introduce themselves before the Executive Meeting commenced as a new member was present. Cllr Jackman stated she was the EALC

Chairman, then became Vice Chair and is gratefully now a Vice President of the EALC. Cllr Talbot stated he has now been on the EALC Executive for 15 years. Cllr Anderson stated this would be his last Executive meeting as he is standing down and Cllr Stamp will be taking his place on behalf of the Maldon District. Cllr Davey acknowledged all the hard work Cllr Anderson has done and that he will be incredibly missed.

1. Election of Chairman.

Cllr Stilts proposed Cllr Davey be elected as Chairman of the EALC for the year November 2019 to November 2020. Seconded by Cllr Devlin. Cllr Davey was duly elected as Chairman. Cllr Davey thanked members for his re-election and their continued support.

2. Election of Vice Chairman.

Seat 1

Cllr Stilts proposed Cllr John Gili-Ross be elected as Vice Chairman of the EALC for the year November 2019 to November 2020. Seconded by Cllr Cohen. Cllr Gili-Ross was duly elected as Vice Chair. The Chairman congratulated Cllr Gili-Ross on becoming Vice Chair and looks forward to continuing to work together. Cllr Jackman thanked both the Chair and Vice Chair for all their hard work they have done for the Association and that the members gratitude should be minuted. All members unanimously agreed.

Seat 2

Seat 2 will remain vacant.

The Chairman invited Cllr Jackman to speak and explain why seat 2 for Vice Chair would remain vacant. Cllr Jackman thanked the members for her nomination but declined the position due to her nomination and appointment as Vice President. The Chairman stated the EALC Constitution declares up to 2 Vice Chairs can be appointed and confirmed at the appropriate time a second Vice Chair will be appointed.

3. Election of the Treasurer.

Cllr Cohen proposed Cllr David McPherson-Davis be elected as Treasurer for the year November 2019 to November 2020. Seconded by Cllr Devlin. Cllr McPherson-Davis was duly elected as EALC Treasurer.

4. Finance Committee.

The election to the Finance Committee was contested. There were 7 nominations that had been duly proposed and seconded.

The Chairman stated voting papers were provided and each member should only nominate up to 5, otherwise their vote would be void.

The Chairman confirmed to move on with the agenda whilst the voting papers were being counted so the meeting continued. The members moved to item 8 of the agenda.

Mrs Darby confirmed the following members had been elected as the Finance Committee.

Cllr Belgrove

Cllr Cohen

Cllr Davey

Cllr Devlin

Cllr Martin

Larger Local Councils Forum

Mrs Darby explained that Kathryn Richmond was the designated member. The LLCF member will be asked to elect a member for 2020/2021.

5. EALC Personnel Committee

The Chairman of the EALC is the Chairman of the Personnel Committee. For the year November 2019 to November 2020.

As Cllr Gili-Ross is the only appointed Vice Chairman, he is also appointed to sit on the Personnel Committee for the year 2019-2020.

Chairman stated voting papers were provided and each member will only have two votes. There were 3 nominations that have been duly proposed and seconded.

The EALC Executive appoints a Clerk to sit on the Personnel Committee. This is normally someone from the locality, and Ms Caroline Fuller has filled this seat and is very supportive. The Executive agreed to re-affirm this position.

The Chairman confirmed to move on with the agenda whilst the voting papers were being counted so the meeting continued. The members moved to item 10 of the agenda.

Mrs Darby confirmed the following member had been elected to the Personnel Committee.

Cllr Belgrove

Cllr Acott and Cllr Cohen received a tie in votes.

Mrs Darby asked members to vote again.

Mrs Darby confirmed Cllr Acott is elected to sit on the Personnel Committee.

6. Essex Rural Partnership

Essex Rural Partnership Strategic Board.

The Essex Rural Partnership Strategic Board has designated 2 seats, namely the EALC Chairman and the EALC Chief Executive Officer. The Essex Strategic Board Members shall be

Cllr Peter Davey and Mrs Joy Darby or her successor. The EALC has 4 seats on the Essex Rural Partnership, with 6 nominations were received.

The Chairman stated that each Member will have 4 votes and voting papers will be provided.

Cllr Townsend noted that Cllr Meyer had been proposed and asked if she is aware of the nomination as she had sent her apologies for the meeting. Mrs Darby confirmed as far as she is aware, Cllr Meyer is aware of the nomination.

Mrs Darby confirmed the following members had been elected as the Essex Rural Partnership Strategic Board.

Cllr Belgrove
Cllr Devlin
Cllr Gili-Ross
Cllr Hessing

7. The Essex Partnership or equivalent body. Essex Assembly

The EALC has one seat on the Essex Assembly and this is reserved for the Chairman. The EALC Chief Executive Officer will attend this meeting, having a designated seat.

The EALC has four members that are appointed to attend meetings. There are four nominations and are all duly nominated as the seats have not been contested.

Cllr Acott
Cllr Gili-Ross
Cllr Hessing
Ms Symmons

Ms Symmons asked for an explanation of the body as even though she has a seat she is unaware of the content. Mrs Darby confirmed that it's the overarching Essex partnership which is also known as the Essex Assembly which recently announced the Essex2020 vision.

The Chairman asked for clarification if Southend could sit on the board due to being Unitary. Mrs Darby confirmed she would look into this and find out if greater Essex are involved. Ms Symmons confirmed she is happy to sit on the board if she is allowed to do so.

8. NALC Council Member.

Item 8 was brought forward whilst voting papers were being counted for item 4.

Cllr Davey was duly elected uncontested. The Chairman explained that this position must be filled by a Councillor and Clerks are not permitted to take this role by the NALC Constitution.

Cllr Gili-Ross was elected unopposed to the seat of NALC Deputy, to attend the NALC Council meetings that Cllr Davey is unable to attend.

The Chairman moved the agenda back to item 4 for the results of the Finance Committee vote (please see item4)

9. Local Government Consultative Committee.

Mrs Darby confirmed this was a previous John Buchannon initiative, as times have changed, now far more information is available by email and other portals.

Cllr Belgrove asked the Executive members to look at this committee and consider a role for the committee in the current structure of the EALC. Cllr Belgrove proposed for this to be included on the next agenda and by then she will gather more information to be presented.

The Chairman proposed the member agreed to form the committee in principle. The majority of members agreed.

Cllr Hafiz proposed Cllr Belgrove as Chair of the committee. Seconded by Cllr Martin.

Cllr Berlyn raised his concerns of the process was being done too quickly and is the committee really needed. Mrs Darby confirmed that all members were agreeing to was the proposal for the committee and not the guarantee.

10. EALC Health and Wellbeing Board

The Chairman explained that as the Essex Health and Wellbeing Board has only recently been set up and held just one meeting it was not included in the appointments at the EALC Annual meeting. Members are asked to consider if this will form part of the annual appointments next November.

All members present noted.

Cllr Berlyn stated that item 10 on the agenda states Essex Health & Wellbeing Board and asked if this is correct. The Chairman confirmed that it should read EALC Health & Wellbeing Board.

The Chairman moved the agenda back to item 5 for the results of the Personnel Committee voting (see item 5).

11. Chairman's Welcome

The Chairman attended the following events or meetings

10 th September	NALC Management Board
12 th September	ERP Strategic Board
17 th September	Essex Assembly
18 th September	Essex Health and Wellbeing Board
19 th September	EALC AGM and Joint ECC/EALC Conference
2 nd October	Safer Essex

8 th October	EALC Health and Wellbeing Board
11 th October	EALC initiative meeting
13 th October	The Justice Service - High Sheriff's Mass
15 th October	ERP Full Meeting
23 rd October EALC	Personnel Meeting
28 th /29 th October	NALC Annual Conference
1 st November	EALC CEO interviews
7 th November	Rural Crime Forum
19 th November	NALC Management Board
20 th November	Essex Health and Wellbeing Board
21 st November	EALC Executive

12. Apologies for Absence

Cllr S Meyer	Uttlesford	Cllr S Barker	ECC
Ms K O'Callaghan	ECC	Cllr Stilts	LLCF
Mrs K Richmond	Epping Forest		

13. Minutes

13.1 Minutes of the EALC Executive Meeting held on 5th September 2019

All those present who attend the meeting agreed that the minutes were true and correct. The Chairman signed the minutes.

14. Personnel

The briefing before the Executive meeting covered this item. The Chairman stated that a Personnel meeting was scheduled for the 5th December and with the request from Cllr McPherson-Davis, a Finance Meeting to be held after the Personnel meeting on the same day.

15. Finance

YTD

Note 1 Courses are busy with extra CTD, Adv CTD & CiLCA Figures for comparison:

Budget Report courses for October 2019 - £68,123 58.37% increase on 2018

Budget Report courses for October 2018 - £43,015 8.6% decrease on 2017

Budget Report courses for October 2017 - £46,728

Note 11 H&WB Grant full 3 year received YTD £20K will show in accounts as a prepayment.

Note 18a Premises rent increased on 29th September 2019 (£6875)

Note 24 Vat paid to HMRC 7th October £3174.62

Explanation given on line 4a the training course summary.

Miss Slade asked members to note the year to date figures.

Miss Slade commented she would like to keep the role of RFO within the new position.

16. New Initiatives and Other Matters for Decision

16.1 Chapter lead action plan templates have been produced for all Chapters.

The Chairman asked that all Chapter Leads produce their outcomes by the next Executive Meeting on 16th January 2020.

Cllr Gili-Ross raised his concerns in relation to the timescale and expectations. Although Mrs Sheppard has worked extremely hard with the work for Chapter 2, Cllr Gili-Ross believes the time frame of producing a plan by January is unrealistic. The Chairman confirmed that all is required is a progress report. Mrs Darby confirmed this and that the requested information was for an idea of layout of what each Chapter lead will carry out.

Mrs Darby confirmed that Miss Slade should now be included into all chapter leads to link in with the ambitions of the new role.

Chapter 1 Joy Darby
Services

Chapter 2 Cllr John Gili-Ross and Rebecca Sheppard
Communications and Distribution of Information

Chapter 3 Cllr Stuart Berlyn and Danielle Frost
Health and Wellbeing & other Emerging Agendas

Chapter 4 Amanda Brown and Pearl Willcox
Developing Local Councils

Chapter 5 Joy Darby and Charlene Slade
Partnership Working

Chapter 6 Helen Symmons and Charlene Slade
Governance and Accountability

Mrs Darby asked members to encourage all Councils to complete any relevant surveys

Cllr Belgrove proposed more information be included in the Chapter Lead template for members who are not directly involved for clarification. Mrs Darby and Cllr Belgrove confirmed to discuss this after the meeting.

All members present agreed and accepted the requested information and time scale.

16.2 Agreement of the Bi Monthly EALC Performance Report Summary.

Mrs Darby explained that ECC wish the EALC to complete a bi monthly dashboard. Mrs Darby confirmed she will submit the first dashboard after the Executive meeting.

All members present agreed the content.

17. National Matters

17.1 Cllr Peter Davey – NALC Report

Noted. The Chairman noted the highlights of the report including the recent NALC Annual Conference.

17.2 NALC Member Services Early Priorities Report

Noted

17.3 NALC Star Council Awards

The EALC were once again short listed for the CALC project of the year. The EALC was awarded Runner Up. This is the third occasion the EALC has had a runner up place. The winner was Northants CALC who had supported the creation of some Local Councils.

18. Essex Matters

18.1 Essex County Council Report

As there was no ECC representative present at the meeting, the Chairman gave an update on the recent CIF Panel meeting

The Chairman thanked all those members who sat on the panel. There were 104 application altogether totalling £1,182,209 with match funding of around £1,194,020.

The Chairman explained the traffic light system that was introduced for sorting the applications and that any failure to meet the criteria after being chased by the Funding Offer, would mean the application was refused. The total number of applications sent to the panel for discussion was 84 totalling £668,366. On the day 48 applications were granted totalling £244,187.

18.2 EALC Health and Wellbeing – Danielle Frost Report

Noted

18.3 Vice Chairman Reports on work undertaken on behalf of the EALC

Cllr John Gili-Ross: Feedback

15th October ERP Full Meeting

23 rd October	EALC Personnel Meeting
28 th /29 th	October NALC Annual Conference
1 st November	EALC CEO interviews
4 th November	LCAS Award to Abberton & Langenhoe

Cllr Gili-Ross expressed that he was disappointed that EALC didn't win the top star council award and stated he is looking forward to Miss Slade progressing with being a winner next year.

Meetings Attended - Not Funded by the EALC

14th October	Fire & Rescue IRMP workshop
24th October	Police Fire & Crime Panel

Noted

18.4 Chief Executive Report

Mrs Darby explained the process of the data recording between September and October. Mrs Darby noted that same day responses to queries were 68%. It was also confirmed that monitoring was currently suspended so a new format could be produced.

Cllr Talbot stated how the data records were important for members to see and understand how the office works.

Cllr Walker left the meeting at 12.30pm.

Mrs Darby explained the workload for the Health & Wellbeing officer was extremely large and talks are underway with ECC for a bid to increase the hours for help with administration tasks.

18.5 Executive County Training Officer Report

Noted

Cllr Belgrove thanked Mrs Willcox and stated she was happy to see her back and well. Mrs Willcox thanked Mrs Sheppard for covering the work whilst she had been away.

18.6 CIF and Microgrant Update

Noted

18.7 Parish Council Development Officer

Noted

Mrs Darby noted within the report the out of office work being undertaken with LCAS presentations and short courses and how the benefits are now showing.
Cllr Gili-Ross commented on how the Executive should push their Councils to obtain at least Foundation Level LCA. Mrs Darby agreed that foundation level is the standard for the sector.

18.8 Legal Update

Noted

18.9 Office and Training Co-Ordinator

Noted

The Chairman acknowledged the work within the report. Mrs Darby stated Mrs Sheppard's hours have been increased to full time being within the budget until March 2020.

18.10 Essex Rural Partnership

- Strategic Board Meeting Tuesday 11th June 2019 Minutes
- Issue 79 September 2019 ERP Monthly Bulletin, sent under separate cover.
- Issue 81 October 2019 ERP Monthly Bulletin, sent under separate cover.
- Essex Rural Strategy Progress Report October 2019

All noted

18.11 Essex Community Led Planning Network

- Minutes 30th November 2018
- Neighbourhood Plans in progress October 2019
- Report from Adriana Jones on behalf of the EALC October 2019

All noted

19. Police, Fire & Crime Commissioner.

19.1 Rural Crime Forum Minutes 24th July 2019

19.2 Rural Crime Week and Rural Engagement Team Update

19.3 Rural Crime Data

All noted.

The Chairman stated that the Policing and Fire Conference for this year had been cancelled. A suggestion that if the PFCC is still in post after election, the Home Secretary would be asked to speak and attend an event.

20. Feedback and Next Agenda

Cllr Berlyn confirmed Danbury Parish Council Christmas Lights turn on by Lord Lieutenant on 5th December 2019. Cllr Berlyn confirmed the Chelmsford Association meeting was progressing slowly but moving in the right direction.

Cllr Acott confirmed Canvey Island Town Council Christmas Lights turn on is on the 30th November 2019.

Mrs Darby asked all members to send their Councils Christmas Lights turn on event information to Mrs Sheppard for distribution.

Cllr North stated how important it was for someone other than the Clerk to have a copy of passwords. Members note that within their Financial Regulations the Chairman should know any passwords. Mrs Darby confirmed this will be included within the next Legal Update.

Cllr Anderson confirmed Southminster Parish Council Christmas Lights turn on is on the 8th December 2019.

Cllr Hafiz confirmed Maldon Town Council Christmas Lights turn on is on 28th November 2019.

Cllr Townsend thanked members for their kind thoughts on his recent bereavement.

Cllr Belgrove stated the concern with s106 money and that the Council is still not benefitting from this. Mrs Darby confirmed this will need to be taken up nationally.

Cllr Hafiz left the meeting 12.58pm

Ms Symmons stated she thought there would be a vote at the AGM on the strategic plan. Mrs Darby confirmed the AGM minutes are still being proof read and this will be checked.

Cllr Hessing spoke about the recent local business burglaries and using the power of social media becoming vigilant.

21. Date of Next Meeting – 16th January 2020. Noted

22. Meeting Dates 2020

19th March 2020.

14th May 2020.

16th July 2020.

10th September 2020.

24th September 2020 (Annual General Meeting and Conference).

19th November 2020 (Annual Meeting of the Executive).

Noted

23. Matters for future agenda items

The Chairman wished all members present a Merry Christmas and Happy New Year and to have a safe journey home

24. Meeting Closure

The meeting closed at 1:06pm

Signature Date