



**Essex Association of Local Councils  
Draft Minutes**

**Annual Meeting of the EALC Executive 19th November 2020 at 10 am  
42B High Street Great Dunmow CM6 1AH**

19<sup>th</sup> November 2020

**Members Present**

Clr J Devlin	Basildon	Clr D McPherson-Davis	Basildon
Clr S Gill	Uttlesford	Clr A Townsend	Uttlesford
Clr P Davey	Brentwood	Clr R North	Brentwood
Clr S Berlyn	Chelmsford		
Clr J Gili-Ross	Colchester		
Ms B Rumsey	Epping	Mrs H Symmons	Southend
Clr M Cohen	Rochford	Clr R Martin	Rochford
Clr A Hafiz	Maldon	Clr W Stamp	Maldon
Clr A Acott	Castlepoint	Clr M Talbot	Tendring

**Also, Present:**

Charlene Slade	Chief Executive Officer
Pearl Willcox	Executive County Training Officer
Danielle Frost	Health and Wellbeing Officer
Jane Gardener	Deputy Police Fire and Crime Commissioner
Jonathan Owen	Chief Executive Officer for NALC
Nick Shuttleworth	Chief Executive Officer of RCCE
Clr Susan Barker	ECC
Kirsty O'Callaghan	ECC

## **Agenda**

### **1. Election of Chairman**

Cllr John Gili-Ross proposed that Cllr Peter Davey be elected as Chairman of the EALC for the year November 2020 to November 2021. The proposal was seconded by Cllr David McPherson-Davis.

Cllr Peter Davey is duly elected as Chairman as the post was not contested.

### **2. Election of Vice Chairman.**

#### **Seat 1**

Cllr Roy Martin proposed Cllr John Gili-Ross be elected as Vice Chairman of the EALC for the year November 2020 to November 2021. The proposal was seconded by Cllr Mandy Cohen.

Cllr John Gili-Ross is duly elected as Vice Chairman as the post was not contested.

#### **Seat 2**

Cllr Peter Davey proposed Cllr Wendy Stamp be elected as Vice Chairman of the EALC for the year November 2020 to November 2021. The proposal was seconded by Helen Symmons.

Cllr Wendy Stamp is duly elected as Vice Chairman as the post was not contested.

### **3. Election of the Treasurer.**

Cllr Mandy Cohen proposed Cllr David McPherson-Davis be elected as Treasurer for the year November 2020 to November 2021. The proposal was seconded by Cllr Michael Talbott.

Cllr David McPherson-Davis is duly elected as EALC Treasurer.

### **4. Finance Committee**

The election to the Finance Committee was contested. There were 6 nominations that have been duly proposed and seconded.

- Voting took place via a virtual poll.
- Each Executive Committee Member had 5 votes.

Charlene Slade confirmed the following members had been elected as the Finance Committee:

<b>Nominated Executive Members</b>	<b>Proposed by</b>	<b>Seconded by</b>
Cllr Stephanie Gill	Cllr Peter Davey	Cllr John Gili-Ross
Cllr Peter Davey	Cllr Roy Martin	Cllr Michael Talbott
Cllr Roy Martin	Cllr Mandy Cohen	Helen Symmons
Cllr Jim Devlin	Helen Symmons	Cllr Peter Davey
Cllr Stuart Berlyn	Cllr Roy Martin	Cllr Peter Davey

Cllr Stephanie Gill  
Cllr Peter Davey  
Cllr Roy Martin  
Cllr Jim Devlin  
Cllr Stuart Berlyn

The Treasurer of the EALC David McPherson Davis will be the Chair of the Finance Committee.

Larger Local Councils Forum

1 seat is reserved for the Larger Local Councils Forum. The current committee member is Cllr Jeanette Stilts. Pearl Willcox will be asked to place this on the next available Agenda for the Larger Local Councils Forum to decide whether Cllr Jeanette Stilts should continue in post or whether they wish to appoint a new Executive Member.

**5. EALC Personnel Committee**

The EALC Chairman shall be the Chairman of the Personnel Committee. For the year November 2020 to November 2021 this will be Cllr Peter Davey, who was elected unopposed.

One of the Two Vice Chairman will be agreed to sit on the Personnel Committee. As one Vice Chair has already been elected unopposed to fill one of the two seats on the committee Cllr John Gili-Ross will be appointed as Vice Chair to the Personnel Committee for the year November 2020 to November 2021 uncontested.

<b>Executive Member Nominated</b>	<b>Proposed by</b>	<b>Seconded by</b>
Cllr Wendy Stamp	Helen Symmons	Cllr John Gili-Ross
Cllr Alan Acott	Cllr Peter Davey	Cllr John Gili-Ross

The Personnel Committee is uncontested.

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 are asked to re-affirm this position.

- Voting took place to re-affirm this position.

All those present agreed to re-affirm Ms Caroline Fuller to the Personnel Committee.

The Personnel Committee Consist of the following members:

Cllr Peter Davey – The Chair of Personnel  
Cllr John Gili-Ross (Vice Chair Seat)  
Cllr Wendy Stamp  
Cllr Alan Acott  
Caroline Fuller – Clerk Position

## **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 Charlene Slade Chief Executive Officer. The EALC has 4 seats on the Essex Rural Partnership, with 7 nominations the places will be contested.

Each EALC Executive Member had 2 votes and voting papers were provided.

<b>Nominated Executive Members</b>	<b>Proposed by</b>	<b>Seconded by</b>
Cllr Don Smith	Helen Symmons	Cllr Roy Martin
Cllr John Gili-Ross	Cllr Michael Talbott	Cllr Mandy Cohen
Cllr Stephanie Gill	Cllr John Gili-Ross	Cllr Peter Davey
Cllr Mandy Hessing	Cllr Roy Martin	Helen Symmons
Cllr Roger Mannion	Helen Symmons	Cllr John Gili-Ross
Cllr Jim Devlin	Cllr Michael Talbott	Cllr Peter Davey
Cllr Wendy Stamp	Cllr Peter Davey	Helen Symmons

Cllr Don Smith was withdrawn from the vote owing to his resignation being received.

- Voting took place via a virtual poll.

Charlene Slade confirmed the following members are appointed to the Essex Rural Partnership Strategic Board.

Cllr Mandy Hessing  
Cllr Jim Devlin

**7. The Essex Partnership or equivalent body.**

The EALC has one seat on the Essex Partnership and this is reserved for the Chairman.

The EALC has four members that are appointed to attend meetings. There are five nominations. The EALC has 4 seats on the Essex Partnership or equivalent, with 5 nominations the places will be contested.

<b>Nominated Executive Members</b>	<b>Proposed by</b>	<b>Seconded by</b>
ClIr Alan Acott	Helen Symmons	ClIr Mandy Cohen
ClIr Mandy Hessing	ClIr John Gili-Ross	ClIr Peter Davey
ClIr Richard North	ClIr John Gili-Ross	Helen Symmons
ClIr John Gili-Ross	ClIr Roy Martin	ClIr Mandy Cohen
ClIr Stuart Berlyn	Helen Symmons	ClIr Roy Martin

Each EALC Executive Member will have 4 votes and voting will be via a virtual poll.

The EALC Chief Executive Officer will attend this meeting, having a designated seat.

ClIr Stuart Berlyn withdraw his nomination therefore the 4 nominations remain and The Essex Partnership of Equivalent is uncontested.

Charlene Slade confirmed the following members are appointed to The Essex Partnership or Equivalent are

ClIr Alan Acott  
ClIr Mandy Hessing  
ClIr Richard North  
ClIr John Gili-Ross

**8. NALC Council Member.**

This is a position that must be filled by a Councillor. Clerks are not permitted to take this role by the NALC Constitution.

ClIr John Gili-Ross proposes that ClIr Peter Davey be elected as the NALC Council Member for the year November 2020 to November 2021. The proposal was seconded by ClIr Mandy Cohen.

ClIr Peter Davey has been duly elected uncontested.

(Members to note that if this appointment was to change, any new NALC Council Member, would not automatically sit on the high-level committees that Cllr Peter Davey currently does. Each seat for each committee within NALC is always contested including the Chairmanship on a two-yearly basis).

### NALC Council Deputy

Cllr Peter Davey proposes that Cllr John Gili-Ross be elected as the NALC Council Deputy for the year November 2020 to November 2021. The proposal was seconded by Cllr Mandy Cohen.

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

## **9. District Representation**

The following names are listed as being the current representatives.

<b>District</b>	<b>Executive Member</b>	<b>District</b>	<b>Executive Member</b>
Basildon	Cllr David McPherson-Davis	Uttlesford	Alan Townsend
Brentwood	Cllr Richard North	Canvey Island	Cllr Alan Acott
Colchester	Cllr Roger Mannion	Chelmsford	Cllr Stuart Berlyn
Epping	Cllr Sheila Jackman Beverley Rumsey	Maldon	*Cllr Wendy Stamp Cllr Abdul Hafiz
Rochford	Cllr Roy Martin	Southend	Ms Helen Symmons
Tendring	Cllr Michael Talbott		

\*Please note there are two names for Maldon as the District effectively works as two separate bodies.

Representation for Braintree and Tendring are requested.

## **10. Essex Health and Wellbeing Board**

As the Essex Health and Wellbeing Board has only met twice since its formation it was not included in the appointments at the EALC Annual meeting.

Members to consider if this will form part of the annual appointments next November.

## 11. Chairman's Welcome

Cllr Peter Davey welcomes the members and in particular Cllr S Barker and Kirsty O'Callaghan and thanks them for the work achieved in Essex. We are all benefitting from Zoom meetings including weekly COF meetings with NALC.

The Chairman attended the following events or virtual meetings:

EALC Health and Wellbeing Board	4 <sup>th</sup> August 2020
National Assembly	6 <sup>th</sup> August 2020
NALC Online Event	25 <sup>th</sup> August 2020
Safer Essex	7 <sup>th</sup> September 2020
Climate Action Commission	8 <sup>th</sup> September 2020
EALC Finance Meeting	10 <sup>th</sup> September 2020
EALC AGM Pre meeting	14 <sup>th</sup> September 2020
NALC Management Board	15 <sup>th</sup> September 2020
Uttlesford DC Forum	15 <sup>th</sup> September 2020
Essex HWB Board	16 <sup>th</sup> September 2020
NALC National Assembly	17 <sup>th</sup> September 2020
Ext. EALC Finance	18 <sup>th</sup> September 2020
22 <sup>nd</sup> ERP Strategic Board	22 <sup>nd</sup> September 2020
EALC AGM	24 <sup>th</sup> September 2020
Essex Climate Action	25 <sup>th</sup> September 2020
Climate Commission	29 <sup>th</sup> September 2020
30 <sup>th</sup> Online Climate Conference	30 <sup>th</sup> September 2020
CIF Panel Meeting	8 <sup>th</sup> October 2020
ERP	14 <sup>th</sup> October 2020
NALC Finance & Scrutiny	15 <sup>th</sup> October 2020
Review Essex HWB Agenda	19 <sup>th</sup> October 2020
RCCE AGM	21 <sup>st</sup> October 2020
Facebook Live Roger Hurst	22 <sup>nd</sup> October 2020
NALC AGM	27 <sup>th</sup> October 2020
Climate Commission	27 <sup>th</sup> October 2020
NALC HWB Seminar	29 <sup>th</sup> October 2020
PFCC & EALC	4 <sup>th</sup> November 2020
EALC Personnel Meeting	5 <sup>th</sup> November 2020
EALC Finance Meeting	5 <sup>th</sup> November 2020
Rural Crime Forum	6 <sup>th</sup> November 2020
NALC Management Board	17 <sup>th</sup> November 2020
Health & Wellbeing ECC	18 <sup>th</sup> November 2020

## 12. Apologies for Absence (Please email [charlene.slade@ealc.gov.uk](mailto:charlene.slade@ealc.gov.uk))

Cllr Shelia Jackman  
Cllr Don Smith  
Cllr Roger Mannion  
Cllr Mandy Hessing

Cllr Jeanette Stilts

### **13. Minutes**

13.1 Minutes of the EALC Executive Meeting held on 16<sup>th</sup> July 2020 (MIB Pages 1-8)  
Noted.

13.2 Minutes of the EALC Extraordinary Meeting held on 30<sup>th</sup> July 2020 (MIB pages 9-19)  
Noted.

### **14. Personnel**

14.1 The CEO gave an update with regards to the office reopening during Covid-19 with some staff working at home and some working in the office. This is being managed by the CEO.

### **15. Finance**

15.1 Budget Report to 30<sup>th</sup> September 2020 (MIB pages 20-22)

Explanation and introduction from Jane Gardner PFCC for the stipend agreed from Essex Police for the amount of £10K per year. Cllr David McPherson Davis explained not to look at amending the plan years of the budget report at this time.

Additional £16,500 for the administration of the Foodbank fund during October half term.

15.2 Cashflow Forecast to Trading October 2020 (MIB pages 23)  
Noted.

15.3 EALC reserves policy (MIB pages 24)  
Noted.

15.4 Bank Balances to 31<sup>st</sup> October 2020 (MIB pages 25)  
Noted.

15.5 Affiliation Fee Update (MIB pages 26)  
Noted.

15.6 Current Payroll from 1<sup>st</sup> April 2020 to include NALC back pay. (MIB pages 27)  
Noted.

15.7 Payroll from 1<sup>st</sup> April 2019 for comparison to include NALC back pay. (MIB pages 28)  
Noted.

15.8 ECC Foodbank Funds – Update from the CEO

Charlene Slade gave an update on the foodbank funds that the EALC are administering on behalf of ECC.

**ACTION: Charlene Slade to provide weekly summary sheet at the end of each month to the executive committee.**

11:10 am – 11:20 Break

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



- 16.1 EALC / ECC Conference and AGM 2021 for discussion and agreement. Cllr Peter Davey to report (MIB pages 29-31)
- 16.2 Cllr Peter Davey Personal Profile (MIB pages 32)
- 16.3 Hylands House Brochure (MIB pages 33-40)
- 16.4 Hylands House Floor Plan (MIB pages 41)
- 16.5 Hylands House Corporate Terms and Conditions (MIB pages 42-47)
- 16.6 Hylands House T & C's Covid-19 (MIB pages 48)

Cllr Peter Davey presented the future ambition to hold an EALC / ECC Conference for the 2021 AGM to be held in Hylands House, Chelmsford.

Cllr John Gili-Ross expressed his views and is in full support of the event to be held at Hylands House in 2021.

Cllr Michael Talbott expressed his interest and fully supports this event to be held at Hylands House in 2021.

Cllr Wendy Stamp expressed views that the venue is fantastic, however to make sure that there is a brainstorming meeting to ensure attention to detail for the various size of Parish and Town Councils who are our members and how they are to cope with the changes and challenges of coming out of the pandemic, also with regards to climate change.

Cllr Wendy Stamp supports this event.

Cllr Peter Davey expresses that the event will be free to all members large and small.

There will not be an AGM or conference without full sponsorship to enable a free event for the members.

Helen Symmons supports the event and raised a concern if there was not sufficient sponsorship.

Beverley Rumsey supports the planned event.

Cllr Alan Townsend supports the event and expressed concerns what if the event does not take place and will this revert back to Foakes Hall? Cllr Peter Davey confirmed the event will revert back to Foakes Hall and that external caterers will be used.

Cllr Michael Talbott proposes the EALC AGM is to held at Hylands House on 23<sup>rd</sup> September 2021

Cllr John Gili-Ross seconded this proposal

All those present agreed for the EALC AGM 2021 to be held at Hylands House, Chelmsford.

#### 16.7 EALC Policy Review

Cllr Peter Davey proposes and explained the need to update various policies of the EALC to include the Constitution, Standing Orders and Terms of Reference

Cllr John Gili-Ross seconded the proposal and that there is to be a working party to discuss the policy reviews.

Members were asked for raised hands for those how wish to be part of the working party.

The working party will consist of the following Executive Members;

Cllr Wendy Stamp  
Cllr Jim Devlin  
Cllr John Gili-Ross  
Cllr Roy Martin  
Cllr Alan Acott  
Cllr Beverley Rumsey

16.8 Nimble e Learning Analysis of pilot phase 1 (MIB pages 49-50)  
Noted.

16.9 Volunteering Provider Survey results (MIB pages 51-61)  
Noted.

**17. National Matters – Report to be presented by Jonathan Owen CEO of NALC**  
Elections – Jonathan Owen updated members on the elections processes and that there is lots of information on the NLAC website, also engagement with youth and parish councils.

Thanks to Mike Gogarty and Danielle Frost for the Health and Wellbeing Conference.

Angela Rippon support with dementia

Presentation with the minister of the government to support the sector with those who have suffered in the pandemic.

The devolution white paper will now be delayed till the spring.

Planning white paper, the AGM passed a white paper over the planning system and thanks to Essex to feed into the response.

Health and wellbeing and Climate change case studies and examples from Essex, task and finish group. Link into the work of Essex through the chairman of EALC and it important to link in nationally as well.

Count officer meetings weekly. To build a much better working relationship across county's. positive benefits of zoom meetings with travelling the county virtually and saving the planet to benefit climate change.

If we all stopped sending one email per day to say thank you we would all help with climate change.

NALC will continue to press for a national code of conduct, this has been revised and comments have been taken on board, this will be released soon. Focus on ensuring that Cllr's and Clerks are working productively for their residents.

Cllr Wendy Stamp has expressed currently Councillor training is not compulsory and can there be focus from NALC with regards to training.

Jonathan Owen left the meeting at 12:24 pm

17.1 Proposed changes to the planning system (MIB pages 62-67)

## **18. Essex Matters**

### **18.1 Essex County Council Report**

Cllr Susan Barker updated the membership on matters related to Essex to include residents in care home, children being educated at home, libraries currently closed and the hope that the library will be open in the evening in the future. Thank you to EALC for the funding. ECC are supporting all the venerable in the communities, supporting various residents in the community help with fuel food water bills. Moving forward more capacity for foodbanks in half term, clinically vulnerable, mental health support, grants for clubs and activities for small children. County Hall normally has 3500 people in County Hall currently there are 200 people in the building, this is being discussed currently. Planning white paper, there will be a lot of changes to add. Kirsty to pass on thanks in the incredibly agile way to cope with the funding. Funds will be need to be spent by 31<sup>st</sup> March 2021. There will be convers 74 library's and 154 buildings in Essex.

18.10 Essex Rural Partnership - To be presented by Nick Shuttleworth CEO of RCCE

Cllr Peter Davey introduced Nick Shuttleworth from RCCE to speak at an earlier time in the Agenda. Under 18.10

Pay tribute to the Parish and Council sector and EALC are the strongest association of Essex supporting Parish and Councils in Essex.

The origins of the ERP were founded in response to the foot and mouth pandemic 20 years ago. This partnership was formed of ECC, City Council Essex Police OPFC Vitis Essex NFU, Country land owners Essex wildlife trust farming and community network, RCCC and EALC.

Not to duplicate the work but to facilitate the partnership working, to focus on various topics. Climate change, pandemic and sharing information between members. The importance of partnership working is raising the profile of Essex.

ERP is one of 17 recognised by DEFRA rural farming network.

Essex Rural Strategy provides a structured framework for the partnership. 4m was invested and focuses on rural crime. Rural engagement team set up.

Draft consultation to be available by the spring. Key stakeholders will be the parish and town councils and the EALC.

**19. Police, Fire & Crime Commissioner** – To be presented by Jane Gardener Deputy PFCC or her representative.

Cllr Peter Davey introduced Jane Gardener and welcomed her to the Annual Meeting of the Executive. Jane Gardener provided an update with highlights from the PFCC giving apologies from Roger Hirst. Local policing, Government recruitment with 20,000 officers PFCC are in the strongest position. Increase in special constables, fastest growing community, neighbourhood watch etc and this supports the work of the police. Rural crime and business crime update, delighted that making great strides in this area. Increased community policing and capacity in specialist teams. Crime has decreased in Essex by 5.5% and confidence has increased by 21% from the communities with Essex Police. Continue with 3 E's engaged. Fire officers have been driving ambulance vehicles during Covid-19 this shows the collaboration with partnership working. Focus on violent crime and domestic abuse, ECC have invested 500K to deliver an important agenda with young people in Essex. More details will be provided. Business as usual is continuing. Investments to sustain services. Thanks to EALC for sending the messaging out to the community. Cllr Peter Davey Acknowledges Rachel Nolan and the work and communication with EALC.

Thanks for the deputy commissioner for the police constables in Maldon.

Comments raised about lights being switched off early concerns raised in Canvey Island, is this attributing to increase in crime? Jane Gardener confirmed that there is no link with lights out early and the crime increase. Follow up with PFCC.

Kirsty O'Callaghan left the meeting 12:54

**18.2 EALC Health and Wellbeing** – Danielle Frost to Report (MIB pages 68-71)  
Danielle Frost gave an update on Health and Wellbeing, report on CVS, Parish Activation Program. Forums to encourage Parish and Town Councils encourage them to make Health and Wellbeing plans. Partnership working to share information to residents to signpost residents to get the support they need. HWB conference taking place on 26<sup>th</sup> November, Key Speakers, care navigation, encourage Parish and Councils to attend. Climate change conference in 28<sup>th</sup> January 2021 to improve cycle and walking paths, engage with youth with a short forum for councils to engage with youth residents. Core fraction with news piece to highlight the work from the PC's on how people are making a difference. EALC have forged really strong partnership working with CVS to deliver Learning Disability training and support by sign posting carers and families. Active Essex to improve physical activities in these areas, public health practitioners to provide support.

1:03 pm Helen Symmons left the meeting

Send invite to Cllr Susan Barker to attend the Health and Wellbeing meeting.

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

Cllr John Gili-Ross: Feedback

NALC Online Event	25 <sup>th</sup> August 2020
Colchester Association	27 <sup>th</sup> August 2020
Police, Fire and Crime Panel PFCP	3 <sup>rd</sup> September 2020
EALC Finance Meeting	10 <sup>th</sup> September 2020
EALC AGM Pre meeting	14 <sup>th</sup> September 2020
EALC AGM	24 <sup>th</sup> September 2020
Police, Fire and Crime Panel PFCP	1 <sup>st</sup> October 2020
CIF Panel	8 <sup>th</sup> October 2020
PFCP (Budget Working Party)	9 <sup>th</sup> October 2020
ERP	14 <sup>th</sup> October 2020
Police, Fire and Crime Panel PFCP	22 <sup>nd</sup> October 2020
NALC AGM	27 <sup>th</sup> October 2020
EALC Personnel	5 <sup>th</sup> November 2020
Police, Fire and Crime Panel PFCP	16 <sup>th</sup> November 2020

Noted.

18.4 Chief Executive Report (Charlene Slade) (MIB pages 72-74)

Update given as per the report.

18.5 Executive County Training Officer Report (Pearl Willcox) (MIB to follow).

Thanks, and acknowledge all the work for the training programme.

Noted.

18.6 Funding Officer Report (Louise Gambardella) (MIB pages 75).

Noted.

18.7 Parish Council Development Officer (Amanda Brown) (MIB 76-77).

Noted.

18.8 Sage Administrator (Lucy Alston-Nogueira) (MIB pages 78)

Noted.

18.9 Communications Officer (Eli Haines) (MIB 79-80).

Noted.

Cllr David McPherson Davis left the meeting at 13:12pm

Jane Gardener left the meeting 13:15pm

**20. Feedback and Next Agenda**

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

**21. Date of Next Meeting** – 21st January 2021.

**22. Meeting Dates 2021** (MIB pages 82)

21<sup>st</sup> January 2021  
18<sup>th</sup> March 2021  
13<sup>th</sup> May 2021  
15<sup>th</sup> July 2021  
9<sup>th</sup> September 2021  
23<sup>rd</sup> September 2021 (Annual General Meeting and Conference).  
18<sup>th</sup> November 2021 (Annual Meeting of the Executive).

**23. Matters for future agenda items**

**24. Meeting Closure**

The meeting is due to close at 13:16 pm.

Signature ..... Date.....