



**Minutes of the Executive Meeting
20th July 2017
42B High Street Great Dunmow CM6 1AH**

Name	District	Name	District
Cllr Jim Devlin	Basildon	Cllr McPherson-Davis	Basildon
Cllr Mrs Helen Edwards	Braintree	Cllr Don Smith	Braintree
Cllr Peter Davey	Brentwood	Cllr Richard North	Brentwood
Cllr Alan Acott	Castlepoint	Cllr Keith Miles	LLCF
Cllr Stuart Berlyn	Chelmsford	Cllr Peter Brown	Chelmsford
Cllr John Gili-Ross	Colchester	Brian Hindley	Colchester
Cllr Mrs Sheila Jackman	Epping Forest	Kathryn Richmond	Epping Forest
Cllr Jon Anderson	Maldon	Cllr A Hafiz	Maldon
Cllr Mrs Mandy Cohen	Rochford	Cllr Roy Martin	Rochford
Cllr Hamish McIlwrick	Uttlesford	Cllr Michael Talbot	Tendring

Staff Present

Joy Darby
Linda Golding
Pearl Willcox
Charlene Slade

Chief Executive Officer
Assistant Chief Executive Officer
County Training Officer
Responsible Financial Officer (Present until item7)

1. Chairman's Welcome and Announcements

Cllr John Anderson, Executive Member for Maldon District, shaved his head recently to raise money for Macmillan Nurses. Members of staff and Executive Members made donations to the charity.

Cllr John Gili-Ross spoke about the excellent attendance at the Tendring District Association Meeting earlier in the week and congratulated them on an excellent meeting.

The Chairman announced that the Police and Fire Service Collaboration was going forward with Mr Roger Hirst likely to take responsibility over in the Autumn. The decision rests with the Home Secretary.

Cllr Michael Talbot was welcomed back following his absence.

The meetings and events attended, or to be attended, by the Chairman from the last EALC Executive Meeting to July 2017 are shown below:-

- ✓ Chair and CEO Update Meetings – Gt Dunmow
- ✓ Newport PC Members meeting – Newport
- ✓ Buckhurst Hill Parish Assembly – Presentation of LCAS Certificate
- ✓ Springfield PC Annual Meeting – Springfield Chelmsford
- ✓ ERP Strategic Board Meeting – Chatham Green Chelmsford
- ✓ ERP Steering Group – Boreham
- ✓ Rural Crime Forum – Whitbreads Farm Lane, Little Waltham
- ✓ Essex Village of the Year Judging Panel – Kelvedon
- ✓ Essex Vision Community Workshop – Chelmsford
- ✓ Superfast Essex Liaison Meeting – Chelmsford
- ✓ EALC Police Conference – Gt Dunmow
- ✓ Strengthening Communities – Chelmsford
- ✓ Cllr Finch ECC & Cllr Grundy meeting – Chelmsford
- ✓ High Sheriff Meeting – Gt Dunmow
- ✓ Larger Local Councils Forum – Marks Tey
- ✓ Dengie Hundred Association Meeting – Althorne
- ✓ Uttlesford District Association – Gt Dunmow
- ✓ EALC Finance Meeting – Gt Dunmow

The following appointments to committees are relevant to the wellbeing of communities in Essex but are not be expensed through the EALC

- ✓ Police & Crime Panel Meeting – Chelmsford
- ✓ Local Government Association – Police and Fire Integration Conference

8. Apologies for Absence

The Chairman told the meeting Mrs Belgrove's absence was due to her attending her Graduation Ceremony. Members expressed their congratulations to you.

Cllr Mrs Linda Belgrove	Tendring
Cllr Simon Walsh	Essex County Council
Cllr Alan Townsend	Uttlesford

4. Minutes

4.1 Minutes of the Executive Meeting held on the 25th May 2017.

Members agreed to change the date from 23rd March to the 25th May 2017.

All Members were in favour to accept the minutes with the change and Cllr John Gili-Ross signed the minutes as a correct record with the change indicated above.

5. Personnel – Cllr Gili-Ross to report

5.1 Cllr Gili-Ross reported that there had not been a Personnel Committee since the last meeting and had nothing to report.

6. Finance

6.1 Annual Accounts EALC

As the auditor had not completed his work and it is likely to be necessary to make some minor changes to the figures. It was decided to move the next Executive to the 9th August to approve these in time for the AGM mailing.

Balance Sheet

Debtors figure is higher than last year, credit control will be tightened.

Payments in advance include pre payment for rent in March 2017.

Shows the accumulated funds and reserves figures which are also shown in the statement of reserves.

Statement of Income and Expenditure

Grant income was higher in 2016/17 than 2015/16

Total expenditure was higher in 2016/2017 than 2015/16

Committee expenses

Bad debts are written off from 2015.

Provides a final deficit balance. A slightly larger deficit figure than last year.

Statement of Reserves

Shows the Statement of Reserves and Fund Held at 31st March 2017.

Notes to the accounts

Notes provide explanations to the Statement of Income and Expenditure and to the Statement of Financial Position.

Cllr McPherson-Davis stated that it had been a good result.

6.2 Annual Accounts EA(2013)Ltd

Balance Sheet
Income and expenditure

Rent increase as agreed with new 9 year lease.

Bank charges – now £54.00 these are charged each at £18.00 approx. Each time the rent is paid.

Mrs Kathryn Richmond, Cllr Peter Davey and Cllr David McPherson-Davis approved the accounts ready for filing on line.

6.3 Budget Report

The RFO has tried to reflect the figure in both the annual accounts and in the management accounting (budget Report).

- Deficit for 2016/2017 -£1725.11
- Trading Income is lower on comparison to last year. However, the associated expenditure costs are not properly accounted. This will be looked at for 2017 / 2018
- Year to date figures are current.
- Budget for 17/18 may show a higher deficit figure.
- Forecast is too early to tell. Column 4 will be re introduced within the next few months.
- Plan Year takes into account for the increase in Affiliation fees of 1.9%

No forecast is showing at this time.

6.4 Finance Committee proposal of 1.9% increase in line with the NALC

To go to the next meeting on 9th August 2017

This represents approximately £1500 increase in funds received from the Member Councils.

Saturday courses increasing the revenue

6.5 Bank Balances

Noted

6.6 Badge of Office

There is a proposal to purchase 2 badges of office for the Vice Chairman

Proposed by Cllr Stuart Berlyn and seconded by Cllr Keith Miles 2nd and carried unanimously.

6.6 Affiliation Fee update – Mrs Charlene Slade

Six Councils still to pay
Newport Parish has now re-affiliated

(Charlene Slade left the meeting).

7. New Initiatives and Other Matters for Decision

7.1 CIF Revenue and Charity Funding

Cllr Stuart Berlyn and Cllr Mrs Jackman proposed to proceed with the bid in principle - subject to the funding being available to manage the work.

All in favour

8. National Matters

8.1 NALC Report

The following is a synopsis of the reported verbally provided by Cllr Davey.

- National Council elects Chairman of Association and two vice-Chairmen NALC's senior leadership team. One vice-chairman to be assigned finance remit responsible for strengthened oversight of financial policy, the expectation that this individual would demonstrate financial acumen/aptitude. Vice Chairman 2 would generally act for the Chairman at meetings, delegations, events. 2 yearly elections, limited to maximum of 2 consecutive terms.
- New Management Board - replacing Executive Committee Responsibility to focus on internal management and governance of the Association.
- New Finance and Scrutiny Committee
- Clearer division of responsibility between role of management board (setting budgets and day to day management of finances) and Scrutiny committee.
- New Policy Committee reports direct to National Assembly, develops detailed policies in support of Assembly, recommends annual manifesto/ prospectus to AGM
- Larger and Smaller Councils Committees to remain the same with the task of defining what a small and large council is.
- The Scrutiny Panel met with the NALC External Auditors Milton Avis LLP who on the 5th July who gave an unqualified audit.
- At this meeting Cllr Davey Chair appointed Chair of the Scrutiny Panel
- 109 – Meeting on the 10th July to discuss progress on compliance, the future of 109 and the current and future IT system requirements.

- 109 to be kept under review with possible short term re-allocation of office space to accommodate a more efficient layout whilst accommodating a meeting room with a capacity of 25.
- New Parish Councils Campaign to create a Hampstead Parish Council, London, is gathering pace. New local council could be set up for Durham City. Plans to re-organisation of Oxfordshire's principal authorities which, includes a proposal to create a new town council for Oxford City and disband the district council
- Councilor Commission report NALC will be raising the findings and recommendations with government and others.

9. **Essex Matters**

9.1 Essex County Council

Cllr Simon Walsh gave his apologies for the meeting.

9.2 Staff Reports

- Sian Morris produced a baby girl recently. Mum and Baby are doing well.
- Transparency Funding – Amanda Brown – Noted
- Local Council Awards – Amanda Brown – Noted

9.2.1 County Training Officer Report

Course attendance is good; most of the courses through the Autumn are full. Saturday courses are all doing well.

CiLCA Courses – starting in October and then April 2018 good numbers expected.

9.4 Essex Rural Partnership

Chapter 8 – Essex Rural Partnership Lead – Joy Darby

Chapter 8 Thriving and Proactive Communities – The following reports were noted

- Neighbourhood Planning – combined results of County Activity
- Neighbourhood Planning Results
- Leadership
- Devolution
- Neighbourhood Plans
- Community Facilities
- De-regulation in Volunteering

9.5 Chapter 1 – Essex Rural Partnership Lead – Cllr John Gili-Ross

Harnessing the potential in our rural communities – Noted

The following was noted

- Mobile Data Not Spots
- High Speed Broadband
- Farm Diversification
- Enhancing Rural Tourism

9.6 ERP June Monthly Bulletin - was noted

9.6 Invitation to new Cabinet Member for Highways – Cllr Grundy

Currently there are issues that the Executive plan to raise. A suitable date is being sought for him to attend a meeting with us.

- 1) Contact with Highways by Local Councils
- 2) Highway Panels, voting rights of Local Councils and Terms of Reference and Members guide
- 3) Fly Posting – County Wide Policy
- 4) Weight Restrictions
- 5) A120
- 6) Training for Local Councils in using the system
- 7) Highway Rangers

10. Feedback and Next Agenda

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

To note: The previous Town Clerk of Leigh on Sea Town Council, Paul Beckerson, sadly died earlier in the week.

AGM Update – Mrs Darby gave an update on the content of the AGM

Cllr Mrs Jackman agreed to run the AGM raffle with Cllr Mrs Mandy Cohen. Raffle: Members are requested to give raffle or cash prizes to Mrs Jackman on the 9th August at the next meeting

Kathryn Richmond – announced that she had become a Regional Board Director for Region 11 (Rest of the World) International Institute of Municipal Clerks. All present congratulated her on this achievement.

There is an opportunity for Councils or community groups to opt into Tesco Crowd funding – Tesco carrier bags.

Our previous Executive Member and past Chairman of NALC Tony Hayward has had to retire as Vice-Chairman of NALC due to failing health. Members were sorry to hear this.

Date	Venue	Time
18th January 2018	42b High Street Great Dunmow	10am – 12 noon
22nd March 2018	42b High Street Great Dunmow	10am – 12 noon
24th May 2018	42b High Street Great Dunmow	10am – 12 noon
19th July 2018	42b High Street Great Dunmow	10am – 12 noon
6th September 2018	42b High Street Great Dunmow	10am – 12 noon
EALC AGM – Noon – 5pm 20th September 2018 Foakes Hall		
22nd November 2018	42b High Street Great Dunmow	10am – 12 noon

12. Meeting Closed 12 noon

Date

Signature