



**Essex Association of Local Councils
Minutes of the EALC Executive Meeting
18th July 2019
42B High Street Great Dunmow CM6 1AH**

Present:

Name	District	Name	District
Clr D Smith	Braintree	Clr McPherson-Davis	Basildon
Clr P Davey	Brentwood	Clr Richard North	Brentwood
Clr A Acott	Castlepoint	Clr M Hessing	Chelmsford
Clr J Gili-Ross	Colchester	Clr A Walker	Colchester
Clr S Jackman	Epping Forest		
Clr T Ball	ECC	Ms O'Callaghan	ECC
Clr M Cohen	Rochford	Clr R Martin	Rochford
Clr A Hafiz	Maldon	Clr J Anderson	Maldon
Clr L Belgrove	Tendring	Clr M Talbot	Tendring
Clr S Meyer	Uttlesford	Clr A Townsend	Uttlesford
Clr J Stilts	LLCF	Mrs Symmons	Southend

Also Present

Joy Darby Chief Executive Officer
Charlene Slade Executive RFO & Buildings Manager
Rebecca Sheppard Office and Training Co-ordinator

In the Chair: Clr Peter Davey
Vice Chairmen: Clr Sheila Jackman
 Clr John Gili-Ross
Treasurer: Clr David McPherson-Davis

Pre-Executive Briefing

The Chairman spoke about the need for the EALC Executive to work together to ensure the stability of the EALC for the future. For the new Members he explained that the EALC have a nine-year lease with a six-year break clause on the tenancy only. This lease was entered into, with the knowledge that Cllr Finch Leader ECC, had provided the EALC with assurance that the premises grant would last for 6 years. He spoke about the destabilising of the EALC Staff and the cost of rents in Chelmsford and how that would change the model of how the EALC functioned.

The Chief Executive Officer gave a briefing on the work of the Strategic Plan and how this included a broad overview with the detail of EALC actions to be decided in the Action Plan. All evidence received was scrutinised and evaluated according to previously agreed criteria. This evidence was then incorporated where appropriate. There is an expectation that once adopted the EALC will appoint 6 Chapter Leads to draw up an action plan for the future. If the plan is adopted at the July Executive the EALC will appoint the Chapter Leads at the September Executive. Some details were agreed for alteration.

Mrs H Symmons commented that Chapter 3: Health & Wellbeing should include all other emerging agendas that may arise in the future.

Mrs Darby confirmed new emerging agendas will be taken into consideration and included.

Cllr Gili-Ross proposed to re word the Health & Wellbeing chapter, number 3 on page 5 to: 'To embrace new and emerging agenda. Currently Health & Wellbeing', to take into account the suggestion raised by Mrs Symmons.

Agreed.

The Strategic Plan will be sent out with the papers for the September EALC Executive Meeting.

There were three previous draft plans:

- The very draft plan circulated for the May Executive Meeting
- The draft circulated for the July EALC Executive Meeting on the 12th July 2019
- The final draft circulated on the 18th July 2019

Cllr Linda Belgrove left the pre-meeting at 10.06 am.

Pre-briefing closed 10.35am

Chairman's Welcome

Welcome to new Members Cllr Mandy Hessing (Chelmsford City) and Cllr Susan Meyer (Uttlesford). The Chairman also welcomed Cllr Tony Ball to the meeting, representing Cllr Susan Barker (ECC).

The Chairman attended the following events or meetings

4 th	June 2019	Chaired NALC Finance and Scrutiny Committee - London
7 th	June 2019	PFCC Annual Conference – Colchester Stadium
11 th	June 2019	ERP Strategic Board Meeting – Abberton Reservoir
12 th	June 2019	Meeting at EALC with Pippa Brent-Isherwood CEO PFCC
14 th	June 2019	Highways Devolution Launch West Bergholt
18 th	June 2019	NALC Management Board + Broad Band Telephones Review – London
26 th	June 2019	Safer Essex Meeting – Army Reserves Centre Chelmsford
27 th	June 2019	LLCF Meeting – Marks Tey
10 th	July 2019	RCCE AGM – Chelmsford
11 th	July 2019	EALC Finance Committee
17 th	July 2019	Essex Health Wellbeing Board – Chelmsford
17 TH	July 2019	West Bergholt Parish Council – Quality Local Council Award
18 th	July 2019	EALC Executive

2. Apologies for Absence

Cllr Jim Devlin	Basildon
Cllr S Berlyn	Chelmsford
Mrs K Richmond	Epping Forest

3. Minutes

3.1 Minutes of the EALC Executive Meeting held on 16th May 2019, members agreed the minutes with the following alterations.

Added item 5.10 on page 718 the following:
Investment Strategy to go to Finance Committee.

Under 7.1 the following alteration and addition was made the paragraph stating Mrs Symmonds....

Mrs Symmonds was corrected to read Mrs Symmons
The following words were added after the word considered, and NALC.

With these alterations Members unanimously agreed the minutes, which were subsequently signed by the Chairman.

3.2 Minutes of the EALC Finance Committee Meeting held on 11th July 2019 minutes agreed.

4. **Personnel – No update was provided at this meeting.**

5. **Finance**

EALC End of Year Accounts for Approval

The Accounts were discussed and agreed at the EALC Finance Meeting on 11th July 2019. The EALC Executive were required to agree the accounts so that they may be provided to the AGM in September 2019.

5.1 RFO EALC Income and Expenditure - agreed

5.2 RFO EALC Statement of Financial Position – agreed

Cllr Roy Martin proposed and Cllr Sheila Jackman seconded all Members were in agreement to accept the statements.

5.3 RFO EALC Reserves - agreed

5.4 RFO EALC Notes to the Accounts – agreed

Cllr Abdul Hafiz proposed and Cllr Mandy Cohen seconded the proposal to accept and this was agreed by the Executive.

Papers for 5.5 and 5.6 were tabled.

5.5 EALC Bank Balances 30th June 2019 – accepted.

5.6 EALC Budget Report 30th June 2019 – Management Accounting report – accepted.

- £21,000 rent is now shown in the accounts – forecast for this year is £27,000.
- Item 4A line on the budget report shows the gross income on training, there is no profit in training.
- 3% increase is the capped level, and results in an increase of approximately £1500.
- 2021/22 will be an election year – less courses.
- Full effect of funds coming from ECC, at various points in the year.
- We fight to achieve a breakeven point in every year.

5.7 Affiliation Fees Report – Mrs Slade reported on the current process of the collection of affiliation fees 2019/2020, explaining that it had been completed much more quickly this year. The EALC is expected to collect 99.9% affiliation this year, which amounts to only 1 non-Member Councils.

5.8 Rent Review – The Finance Committee agreed the review of rent at the Finance Committee Meeting held on the 11th July 2018. This is a 3-year rent review and the rise is equivalent to 1.25% per year, 3.77% cumulative. Cllr Abdul Hafiz proposed Cllr

Sheila Jackman seconded the proposal and the Membership agreed the rent review. 1st new payment will be made in September 2019.

5.9 EA (2013) Ltd – Accounts for Noting.

Proposed by Cllr Peter Davey and seconded by Cllr Abdul Hafiz and carried.

5.10 Affiliation Fee – to be set for the 2020/2021 Financial Year

Following the Finance Committee Meeting held on the 11th July 2019, Cllr McPherson Davis as Treasurer proposer that the fee be set at 3%. The NALC Fee has been set at 3%. 3% is the equivalent of approximately an additional £ 1500 to be collected in fees.

This was proposed by Mrs Symmons and seconded by Cllr John Gili-Ross.

- Insurance policy
- Matters changed

Members thanked and acknowledge the professionalism of the Executive Responsible Finance Officer and Cllr David McPherson-Davis as Treasurer.

Mrs Darby announced that Mrs Slade had an interview with the LGPS Pension Board Members offered her congratulations and wished her well with the interview.

6. New Initiatives and Other Matters for Decision

6.1 EALC Strategic Plan.

Mrs Darby presented the final Draft Strategy. The previous draft plan having been sent out with the agenda for this meeting, had been updated following some comments from the Executive Members. This work had been carried out over 10 months and the plan was set at a strategic level. An action plan will be developed to work alongside the plan. The Action Plan will be developed using 6 chapter leads.

Chapter leads to be agreed at the September EALC Meeting.

1. Service
2. Communication
3. Health and Wellbeing and other emerging agendas
4. Council Developments
5. Partnerships
6. Governance

It was agreed to remove the references to the office and add emerging strategies.

Two alterations were made to the Strategic Plan and its acceptance proposed by Cllr Jeannette Stilts and seconded by Cllr Abdul Hafiz.

There were 4 abstentions and 13 votes in favour. The Strategic Plan therefore passed to go to the EALC AGM in September.

6.2 Essex Info.net

In partnership with the ECC, the EALC is looking at other low-cost providers. So far information has been received from

- One Suffolk
- Suffolk cloud

Kirsty O’Callaghan agreed to share analytics available from Essexinfo.net. Whilst the Essex Allianz are directing community groups. The Essex Map will also be a good tool for community groups to share information.

6.3 Local Council Sector Health and Wellbeing Board - Agreement to Establish

The terms of reference were agreed for the establishment of a Local Council Health and Wellbeing Board. The board is to be established to share good practice, map activity and develop new initiatives.

It was proposed to establish the Board by Cllr Abdul Hafiz, and seconded by Cllr Peter Davey. All Members present agreed with the proposal.

6.4 Appointment of Membership of the CIF Panel

The CIF panels will be agreed in four areas, with each of the panels consisting of a number of representatives. The EALC Executive are to appoint 2 members to each panel, as set out below.

Area 1	Area 2	Area 3	Area 4
Basildon	Uttlesford	Tendring	Braintree
Rochford	Epping	Colchester	Chelmsford
Castlepoint	Harlow		Maldon
Brentwood			
Members	Members	Members	Members
Cllr Mandy Cohen	Cllr Susan Meyer	John Gili-Ross	Cllr Don Smith
Cllr Alan Acott	Kathryn Richmond	Cllr Alan Walker	Cllr Mandy Hessing
Cllr David McPherson-Davis Reserve	Cllr Sheila Jackman reserve		Cllr John Anderson reserve
	Cllr Alan Townsend reserve		

6.6 Appointment of Executive Members for the Health and Wellbeing Board.

The following Members were appointed the Health and Wellbeing Board: Cllr Stuart Berlyn, Cllr Mandy Cohen, Cllr Abdul Hafiz, Cllr Peter Davey, Cllr Don Smith, Cllr Jannette Stilts.

7. National Matters

7.1 Cllr Peter Davey NALC Report

Cllr Peter Davey presented his report to the EALC Executive. The report included the following:

- NALC published in the new July edition of the Local Government Chronicle
- DEFRA roundtable on rural housing
- NALC and Plunkett Foundation push local council support for community business
- National Loneliness Week
- Communities Partnership Board
- NALC committees, Management Board
- NALC Affiliation Fee levy set at 7.2p per elector in 2020 capped at £1840, to go to NALC AGM.
- NALC The Finance and Scrutiny Committee, Policy Committee met.
- Annual Governance and Accountability return
- Member Development Charter
- Meeting with rural affairs minister
- Cyber Security accreditation
- Digital mapping
- High Street Heritage Action Zones
- Community Infrastructure Levy
- Good news as the neighbourhood planning support programme is now live and provides welcome funding and/or technical support
- Neighbourhood Planning Newsletter

7.2 National Assembly Report Cllr John Gili-Ross

Cllr John Gili-Ross attended the NALC Assembly in Cllr Peter Davey's place and reported that the following were discussed

- Fees.
- Consultations.
- Finances.
- Insufficient female chairs coming through in NALC.
- Church Issues.
- New Councils (especially in London).
- Comprehensive spending review.
- How did the sector do with the arrangement of new people standing for Council?
- Too late to start thinking about new Councillors in the election year – make sure you do this well in advance.

Leigh on Sea TC reported: Dementia awareness evening – well supported and this has raised the profile of the Council.

7.3 National Precept Statistics –Noted

7.4 National CiLCA Statistics – Noted

8. Essex Matters

8.1 Essex County Council Report – Cllr Tony Ball

The following matters were included in the presentation made by Cllr Ball

- Portfolio – Strategic planning
- Increasing Independent working
- Investment in local infrastructure
- Public health and communities
- Sustained growth in the economy
- Superfast broadband
- Tourism and inward investment
- Skills – working will skills
- South East Local Enterprise Partnership
- Essex has launched a major initiative on increasing active citizens work
- Local Infrastructure
- Supported vulnerable adults
- Strengthen the work with local communities
- Engagement – is important
- Community led weight loss programme
- No Libraries will close for 5 years, welcomes communities and parish councils to help support and run community libraries

Kirsty O’Callaghan – Head of Strengthening Communities

Prevention sub group – some new members (Resilience Volunteering & Mental Health

Training).

Task and finish group – volunteer easily, New Build – pack of information, Ambassador scheme to welcome new people

1. Social Isolation
2. United in Kind – encourages people to be kind together.
3. Community chest – Danielle to attend.
4. Facebook

Cllr Jeannette Stilts – to attend the event in Maldon, and it was agreed that Danielle Frost would also attend in her role as the EALC Health and wellbeing Officer.

ECC Question – search engine – Kirsty agreed to take this up.

8.2 EALC Health and Wellbeing

8.2.1 Essex Health and Wellbeing Minutes 15.05.2019 – noted

8.2.2 Communities Prevention Sub Group – Noted

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

Cllr Mrs Sheila Jackman:

Code of conduct training well attended by Councillors and Clerks (the code is being reviewed)

Larger Local Councils Forum Mrs Jackman spoke about how unhappy she is about the condition of the roads.

Cllr John Gili-Ross:

Highways Devolution launch at West Bergholt

- First ¼ report on devolution from West Bergholt and Southminster will be shared.

8.4 Chief Executive Report Next Executive.

8.5 Executive County Training Officer Report

Report from Mrs Rebecca Sheppard who is covering for Mrs Willcox – accepted.

8.6 CIF and Microgrant Update – Reports noted

Thank you from Kirsty O’Callaghan for the work undertaken by the EALC in keeping this simple. It was noted that this fund is creating an excellent growth in community activity.

8.7 Parish Council Development Officer

Notes of the ECAP meeting held on the 10th May 2019 – Noted

General Work Update – Noted.

Legal Updates 15 and 16 – Noted.

8.8 Office and Training Co-Ordinator (Rebecca Sheppard) General Update – Noted.

9. Health and Wellbeing Officer Reports

Work Report – Noted
30th May Meeting with Kirsty O’Callaghan – Noted
It was agreed that Mike Gogarty should be updated.

10. Essex Rural Partnership

Chapter Lead Reports – Thriving and Proactive Communities – Noted
Essex Rural Partnership – Monthly Bulletin - Noted

11. Feedback and Next Agenda

Cllr Alan Townsend attended the CVSU function on behalf of the EALC and commented on the excellent work being showcased. The young people involved have gained in knowledge, work experience and this helps them to look for paid employment. This project has assisted vulnerable people.

12. Date of Next Meeting

5th September 2019 at the EALC Offices in Great Dunmow, commencing at 10.30 am.

13. Meeting Dates 2019

21st November 2019 (Thursday)

EALC AGM and Annual Conference

19th September 2019

14. Matters for future agenda items

15. Meeting Closure 12.46

Guest Speaker Social Isolation: Ellen Vangemert

The meeting was closed to allow Ellen Vangemert and Kirsty O’Callaghan to speak on the subject of Social Isolation and the initiative’s being undertaken.

Date Signature