



**Essex Association of Local Councils
Minutes Executive Meeting
21st July 2016
42B High Street Great Dunmow CM6 1AH**

Name	District	Name	District
Cllr Don Smith	Braintree	Cllr McPherson-Davis	Basildon
Cllr Peter Davey	Brentwood	Cllr Helen Edwards	Braintree
Cllr Alan Acott	Castlepoint	Cllr Stuart Berlyn	Chelmsford
Cllr John Gili-Ross	Colchester	Brian Hindley	Colchester
Cllr Mrs Sheila Jackman	Epping Forest	Cllr Roy Martin	Rochford
Cllr Mandy Cohen	Rochford	Cllr Iain McGregor	Maldon
Cllr Linda Belgrove	Tendring	Cllr Michael Talbot	Tendring
Cllr Hamish McIlwrick	Uttlesford	Cllr Keith Artus	Uttlesford
Cllr Keith Miles	LLCF		

1. Chairman's Welcome and Announcements

The meetings and events attended or to be attended by the Chairman from the last EALC Executive Meeting to July 2016 are shown below.

- ✓ EALC Personnel Meeting – Great Dunmow
- ✓ Chair and CEO Update Meeting – Great Dunmow
- ✓ CIF Revenue Grant Meeting – County Hall
- ✓ Braintree Association Meeting – Braintree Town Hall
- ✓ Dengie 100 Association Meeting – Bradwell-on-Sea
- ✓ Tendring Association Meeting – Beaumont Cum Moze
- ✓ Deputy Police & Crime Commissioner Interview Panel Member – Chelmsford.
- ✓ Strengthening Communities Programme – Hylands House Chelmsford
- ✓ Village of the Year Competition Panel Member - Feering

- ✓ RCCE AGM – Chelmsford City Racecourse
- ✓ Rural Crime Forum – Chatham Green Chelmsford
- ✓ Two Superfast Essex Meeting – County Hall

2. Apologies for Absence

Cllr Bryan Ledger	Maldon
Cllr Mick Page	Essex CC
Angela Balcombe	Essex CC

Not present

Cllr Richard North	Brentwood
Cllr Peter Brown	Chelmsford
Kathryn Richmond	Epping Forest
Cllr Mark Bromfield	Southend

3. Minutes

- 3.1 Minutes of the Executive Meeting held on the 12th May 2016 were agreed by those present and subsequently signed by the Chairman.
- 3.2 Minutes of the Finance Committee Meeting held on the 1st July 2016 – for information only - noted

The following was noted

In future draft minutes will be sent to all Executive Members as soon as they are available. This is to assist Executive Members when they report back to their District /Parish Council Meetings.

4. Personnel – Cllr Gili-Ross to report

Cllr John Gili-Ross explained that the Office had provided a comprehensive range of policies which were approved by the Personnel Committee. Cllr Gili-Ross explained that the policies should be appropriate for the each Council and the importance of having policies in place.

5. Finance

5.1 Budget Report

Cllr David McPherson-Davis reported on the bi-monthly budget report. Reporting that the Association was progressing as expected. £14,000 has been taken in last 2 months from courses. Forecast on target, planned year figures still appropriate..

Grants on Transparency funding to come to an end at 31st March 2017, which will result in an increase in the salary budget, which is included in the figures

5.2 Statement of Reserves May 2016 - £8000 received at the year end from ECC for the Clerks Bursary. Frost Estate reserve to be wound down this financial year as the project has now finished.

5.3 Affiliation Fee update – Presented by Mrs Hartley

8 Councils outstanding have not yet paid up, and we are negotiating with these Councils and expecting the majority soon. 8 Councils still to pay totalling £1,600.

5.4 Annual Accounts for Approval – Presented by Mrs Hartley

5.4.1 Profit and Loss

Mrs Hartley reported that the trading income was the highest in any one year, expenses were at 70% of trading, equal to last year and employee costs were slightly higher.

Rebate £880 on gas to come from Total Gas & Power as Mrs Hartley negotiated a new contract.

Deficit slightly higher than the budget because of year-end adjustments for accruals and prepayments (e.g. rent and CiLCA course income)

5.4.2 Balance Sheet

Debtors slightly higher – 6% against 3% the previous year; however with the increase in turnover this is still at an acceptable level.

Receipts in advance – paid in advance for Intensive Summer CiLCA and Transparency Grant funding.

5.4.3 Notes to the Final Accounts

These provide further explanation as required.

5.4.4 Statement of Reserves at 31st March 2016

Reserve balances are the same as at 31st May.

5.5 Accounts for EA(2013)Ltd

5.5.1 Profit and Loss Account – figures are identical to last year as expected, showing the movement of rent payments.

5.5.2 Balance Sheet – figures identical to last year as expected.

5.6 Audit

Mr Maurice Howard Auditor has agreed to undertake the audit for 2016/2017 at a cost of £130 per day, Members to decide if they wish this to be placed before the AGM in September.

Cllr Don Smith proposed and Cllr Roy Martin seconded the proposal to propose Mr Howard as Auditor at the AGM in September. The motion was carried with all Members in favour.

5.7 Affiliation Fee

The Finance Committee proposes that an increase in fees of 2% be requested at the AGM in September; Members discussed the proposed increase.

The 2% will generate approximately £1400

Cllr Keith Miles proposed that a recommendation from the EALC Executive of 2% should be placed before the AGM in September. Cllr Don Smith seconded the proposal and all Members present agreed to the proposal, with one abstention from Cllr Mrs Linda Belgrove.

Cllr Stuart Berlyn asked if the Finance Committee had looked at the increase fees for courses, and was informed that this would be an agenda item at the next Finance Meeting.

5.8 NALC Fee

Members to note that NALC Council has agreed that the % increase in fees be 1.9 % for the next two financial years.

Cllr McPherson-Davis explained that work was ongoing at NALC and this would take some time to progress. NALC will be putting 1.9% to the NALC AGM. Cllr Peter Davey explained his work on achieving an increase at this level, as originally NALC was looking for a far bigger % increase.

5.9 NALC Affiliation Fee Working Group – Report from Mrs Darby was noted

Cllr Peter Davey explained the work Mrs Darby had completed and the difficulties that were faced. With no further meetings of the T&FG the smooth transition scheme will

be placed before delegates attending the NALC Conference in October 2016. Mrs Darby spoke of the importance of Officers and Members, in seeing the way these proposals would work for County Associations.

Cllr David McPherson-Davis explained the work in respect of the NALC Finances and how this could affect the EALC Membership.

6. New Initiatives and Other Matters for Decision

6.1 Lease Negotiation – Cllr Peter Davey and Cllr David McPherson-Davis explained the changes in rent, and leases, with a break clause at 6 years, legal costs incurred are in the budget.

EALC is waiting for the Land Registry to register the lease, at which point all would be finalised.

7. Essex Matters

7.1 Essex County Council – Cllr Mick Page and Angela Balcombe gave their apologies.

Highways Panel Membership is varied from District to District – this item to be placed on the next agenda. Cllr Eddie Johnson now responsible Cabinet Member for Highways Panels.

7.2 Policy Review

7.2.1 Health and Safety Policy

The County Office produced a revision to the Health and Safety Policy for the EALC. Cllr Stuart Berlyn asked it to be depersonalised, and Mrs Darby said she would consider this for the next review, however with such a small team, names of roles were changeable.

Cllr Peter Davey proposed the approval of the Health and Safety Policy, this was seconded by Cllr Linda Belgrove with all Executive Members voting in favour.

7.2.2 Fire Safety Policy

Cllr Peter Davey proposed the approval of the Fire Safety Policy, this was seconded by Cllr Linda Belgrove with all Executive Members voting in favour.

7.3 Democracy – Round Table Event

Approximately 18 people signed up to attend.

Plus Cllr Roy Martin

7.4 Staff Reports

Training – Pearl Willcox

- Training courses doing well, not as busy as 2015
- Cllr Training Days 1 and 2, ran 2 days of each course
- Extra 3 days of Chairman Training making 6 days in all
- Advance Cllr Training Day in the November/December
- Garden of Remembrance Course over full moved to the Dourdan Pavillion
- Greens and Commons being held at Foakes Hall
- VAT Course
- Social Media
- Lone working being repeated
- Defib course in process of organising
- First Aid Training – complete for this year

Transparency Fund – report noted

Local Council Awards – report noted

Work Update from Sian Morris – report noted

Work update from Kerry Wood – report noted

7.5 Essex Rural Partnership

New Board Membership of the Essex Rural Partnership

Following the last Executive Meeting, where Members agreed to support an application for 2 members to sit on the Management Board, a meeting of the Essex Rural Partnership was held and the EALC application was agreed – noted

7.5.2 Essex Rural Partnership Minutes April 2016 – noted

7.5.3 Essex Rural Partnership Steering Group Minutes 25th April 2016 – noted

7.6 Protect Heritage 17th May 2016 – Cllr Keith Miles to Report

Cllr Miles attended the meeting at RHS Hyde Hall and expressed his opinion that the meeting was very interesting. Crime on heritage sites was a serious matter, and included stealing from buildings, and anti social behaviour.

Operation Cronus

Night Hawking – unauthorised metal detecting at night is currently a major problem in the County.

An example was some Roman ruins were located on farm land, later it was found that the fields were being dug at night looking for coins and other items of heritage, which were then stolen. This then can result in loosing valuable insight into the area, how people lived and the era when the ruins were habited.

Smart Water – presentation; this is water that is sprayed on to artefacts etc and later this can be analysed and can detect whose property it is and therefore return to the rightful owner.

County Update – article and possibly speaker for the Larger Local Councils Forum, Cllr Miles to liaise with Linda Golding

7.7 Essex Rural Crime Forum

7.7.1 Minutes of the Meeting 20th April 2016 – noted

7.7.2 Briefing Note 13th July 2016 – noted

7.8 Reducing Reoffending Strategic Workshop – Report Cllr Mrs Belgrove

Cllr Gili-Ross complimented Cllr Linda Belgrove on her excellent report. There will be a final report from Police and Crime Commissioner Office on this subject.

7.9 Collaborative Leadership in Essex

Cllr Peter Davey and Mrs Darby attended the first meeting and expressed the interests of the EALC to continue to work on this initiative. Part of the work involved the visits to a homeless shelter and a one stop shop supporting the community. It is expected that government will by 2020 no longer support local government. In the future local government will need to devolve services, using business rates to be self sufficient. Further work will be required and it is expected that the EALC will be fully involved. Cllr Davey spoke of the report received from the Chief Executive of ECC which explained the ongoing work of the Collaborative.

8.0 Neighbourhood Plans

Detailed list of all Councils who responded to our recent survey; total of 108 responses were received. Some Executive Members identified that they some data was missing

Mrs Darby agreed to send the survey out to the Executive for further responses. The report to be kept updated.

A number of Cllrs provided their experiences on Neighbourhood planning. There are a number of experts available to assist Councils going through the process, with professional bodies looking to be paid to write the plan.

8. Regional Matters

None to date

9. National Matters

- 9.1 NALC Report – Cllr Peter Davey made a verbal report and Members were provided with a hard copy at the meeting.

The following Matters were raised by Cllr Davey

- Appointed to the NALC National Council in November 2015
- Appointed to the NALC - Finance Committee – Dec 2015
- National lobby day took place on the 12th April and a detailed report was included in the April/May EALC County Update when Joy and I saw the Right Honourable Mark Francois - Rayleigh and Will Quince the MP for Colchester
- NALC finance meeting was held on the 17/05/2016 and Cllr Peter Davey was appointed to the Task and finish initiative to work with the CEO of NALC to review all options open to us with regards to the future of 109, Great Russell Street offices and we carried out an office inspection on the 27th May.
- Mrs Darby was appointed to the Affiliation Fees Task and Finish Group by the Chairman of the Finance Committee to represent the CALCs and the first meeting took place after the National Council Meeting on the 28th June
- Jonathan Owen the CEO of NALC reported that the NALC had launched Year 2 of the Transparency Fund in April. Eligible smaller councils with precepts of £25,000 or less can apply and since the launch of the Fund in September 2015 the fund has agreed 1,785 applications and provided £1.3 million of funding. The fund remains open for this financial year
- On the 20/05/2016 Jonathan Owen reported on NALC's progress with regards to the lobbying process with the Neighbourhood Planning and Infrastructure Bill and on the 1st June NALC held the Devolution initiative through a Devolving and Delivering joint conference with the Local Government Association (LGA)
- Devolution - new Task and Finish Group has been set up which is developing new resources and guidance, with a dedicated page on the website.
- On the 24th of June NALC discussed Department for Communities and Local Government which is consulting on proposals to update the Local Government Transparency Code 2015 (which applies to some of our larger councils).

- 9.2 Parliament Week – Cllr Peter Davey to report 14th – 20th November

Proposal from Cllr Peter Davey

- invite a member of the Parliamentary Outreach Team to deliver a workshop for our EALC Executive Members on Friday 18th November 2016

- The Outreach team will provide a Presentation
- Time: 1 hour (approximately)
- Format: lecture-style format with opportunities to ask questions
- Numbers: 20 maximum

Engaging and Influencing, by the end of the session attendees will:

- Understand how you can engage and how to develop a campaigning ‘toolkit’
- Know which engagement method to use and when as part of a campaign
- Understand the importance of relationship building with members
- To know how to access further information about Parliament and its work

Alternatively we could ask them to do a presentation on Devolution (if they are geared up for it yet).

We can use the opportunity to lobby by inviting our local MPs to be part of the panel, encouraging them to state their view about the role of Town and Parish Councils in local democracy and Government. We can invite our MPs to see Great Dunmow, meeting with the Mayor and the Clerk. Caroline Fuller, the Clerk to show the important contribution that Town and Parish Councils make to local communities. If we mention to them that this is being organised as part of UK Parliament Week they will be aware of this and it might help encourage their attendance.

For our event to be considered an official part of the UK Parliament Week as you know we must organise our event any day between 14 and 20 November 2016 and ideally towards the end of the week. Cost: There will be an Association cost for Lunch and staff time to organise, manage and the cost of hiring Foakes Hall.

Cllr Peter Davy proposed that the office should progress this initiative and it was seconded by Cllr Sheila Jackman.

All Members voted in favour of the proposal and the Office agreed to forward plans.

9.3 Power to the People – appendix for information only noted.

10. Meeting Dates 2016

Date	Venue	Time
8 th September 2016	42b High Street Great Dunmow	10am – 12 noon
EALC AGM – Noon – 5 30 pm 22 nd September 2016		
17 th November 2016	42b High Street Great Dunmow	10am – 12 noon

10.1 Meeting Dates 2017

Date	Venue	Time
19 th January 2017	42b High Street Great Dunmow	10am – 12 noon
23 rd March 2017	42b High Street Great Dunmow	10am – 12 noon
25 th May 201	42b High Street Great Dunmow	10am – 12 noon
20 th July 2017	42b High Street Great Dunmow	10am – 12 noon
7 th September 2016	42b High Street Great Dunmow	10am – 12 noon
EALC AGM – Noon – 5 30 pm 19th September 2017 Foakes Hall		
23 rd November 2017 Annual Meeting	42b High Street Great Dunmow	10am – 12 noon

11. Feedback and Next Agenda

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

12. Meeting Closure

The meeting was closed at 11.58 am

Signature **Date**