



**Essex Association of Local Councils**

**MINUTES**

**EALC Management Meeting Agenda 18<sup>th</sup> June 2020 at 2:30 pm**

**(Amended time)**

**Via Microsoft Teams**

18<sup>th</sup> June 2020

During COVID -19

**Members Present**

CLlr Peter Davey	(Chairman)
CLlr John Gili-Ross	(Vice-Chairman)
CLlr David McPherson-Davis	(Treasurer)
Charlene Slade	(Chief Executive Officer)

**1. Chairman's Welcome**

Meetings Attended Via ZOOM, Microsoft Teams:

20 <sup>th</sup> May	Essex health and Wellbeing Board Meeting
21 <sup>st</sup> May	EALC Chairman's' Councillor Forum
22 <sup>nd</sup> May	EALC Annual Accreditation Panel Meeting
4 <sup>th</sup> June	Safer Essex Forum
16 <sup>th</sup> June	NALC Management Board meeting, National Assembly meeting
18 <sup>th</sup> June	Rural Crime Forum

**2. Apologies for Absence**

None.

**3. Minutes**

3.1 Minutes of the Management Meeting held on 15<sup>th</sup> May 2020 – Matters arising not on this agenda (Appendix 1)

Noted.

**4. Update from CEO – Meetings Attended Virtually**

**Some of these virtual calls with staff are to ensure that the normal EALC business is carried out. In an office environment the staff would communicate regularly during the day.**

19 <sup>th</sup> & 26 <sup>th</sup> May	Joy and Pearl Staff meeting, followed by DAC meeting all staff
20 <sup>th</sup> & 27 <sup>th</sup> May	R. Sheppard weekly meeting (x3)
Weekly	County Officers Forum
21 <sup>st</sup> May	Health and Wellbeing Forum
21 <sup>st</sup> May	ECC CIF Fund
21 <sup>st</sup> & 28 <sup>th</sup> May	A. Brown / D. Frost weekly meeting
22 <sup>nd</sup> May	Local Council Award Panel Meeting
22 <sup>nd</sup> May	East C.A.N
Weekly	L. Gambardella / Lucy Alston- Nogueira weekly meeting
28 <sup>th</sup> May	NALC Claire Goldfinch – Elections
1 <sup>st</sup> June	EALC Tutors Forum
Weekly	Legal enquiries review
4 <sup>th</sup> June	Great Dunmow TC Meeting
9 <sup>th</sup> June	Evening – Minutes and Agendas webinar
10 <sup>th</sup> June	Risk Assessment Tutor preparation for Webinar
11 <sup>th</sup> June	New Clerks Webinar tutor preparation
12 <sup>th</sup> June	Lucy and Louise – Staff review
15 <sup>th</sup> June	Pearl and Joy - Staff meeting following by DAC meeting
17 <sup>th</sup> June	County Officers Forum
17 <sup>th</sup> June	New Councillor Briefing webinar
18 <sup>th</sup> June	Empowered management Meeting

Noted

**Action CS: To clarify the CIF Fund criteria, applicants can apply to the fund for different projects if previously applied in last 3 years**

## **5. Finance**

5.1 Bank Balances at 17<sup>th</sup> June 2020 (Appendix 2)

**Action CS: To revisit the cashflow to show trading forecasts, before the AGM**

5.2.4 EA (2013) Ltd DRAFT Statement of Income and Expenses (P&L) (Appendix 7)

5.2.5 EA (2013) Ltd DRAFT Balance Sheet (Appendix 8)

5.2.6 EA (2013) Ltd DRAFT Notes to the accounts (Appendix 9)

To Agree to send the EA (2013) Ltd company accounts to company's house in line with the submission date before 30<sup>th</sup> June 2020

Proposer Peter Davey

Seconded John Gili – Ross

All Agreed

### 5.3 Affiliation fees update (Appendix 10)

NALC balance due 30<sup>th</sup> June - £544.64

To agree to pay the balance to NALC of all NALC affiliation fees received to date up to 30<sup>th</sup> June 2020.

Proposed David

Seconded John

All Agreed

#### 5.3.1 Affiliation fees Outstanding (Appendix 11)

To ensure that by 31<sup>st</sup> July all statements are sent and must ensure to have a response.  
Noted.

### 5.4 Payroll tracker (Appendix 12)

Noted.

### 5.5 Refunds for cancelled courses – for decision (Appendix 13)

To account for the cancelled courses as creditors in the year end accounts defer making a decision to offer refunds until the end of July.

All agreed

CIF summary - reallocation of CIF Fund into the CIF emergency fund

**Action CS: To submit the applications received to date to the CIF panel for consideration.**

## 6. Personnel

**Action CS: All Staff to provide an achievement report during the last 3 months based on their job description to be presented to the committee members**

### 6.1 Recruitment Communications Officer Maternity Cover– update from CEO

Noted.

### 6.2 Strategic Lead Manager – Handover

Noted.

6.3 Risk Assessments – update from CEO

Noted.

## **7. Outcome of Government Announcement - for discussion**

7.1 Plans for office preparation – update from CEO

Action CS: To advise the Executive Members with a Risk Assessment and plan to return to the office.

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

8.2 Webinars – update from CEO

Noted.

## **9. National Matters**

9.1 Update from Chairman  
Virtual meetings  
National Initiatives  
COVID-19

Noted.

## **10. Essex Matters**

10.1 Essex County Council

Noted.

## **11. Vice Chairman Update**

Update on the meetings attended Regional County Officers meeting to discuss training.  
CALC meeting attended  
Colchester ALC voted and agreed to add Roger Mannion Chair of Tiptree as the EALC Executive Member replacing Allan Walker from Marks Tey.

Action CS: To liaise with relevant association's in order to ensure that a replacement/ additional representative (as applicable) is present at the Executive Meeting to be held on 16th July.

**12. Staff Reports**

12.1 Legal enquiries update from CEO - Noted.

12.2 Future training program update from CEO – Noted.

**13. Essex Rural Partnership - Noted**

**14. Police Matters - Noted**

**15. Feedback and Next Agenda**

Action CS: To send a holding email to All members in preparation for the AGM to be held virtually in September.

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

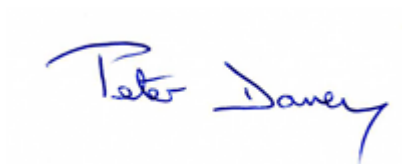
Awaiting the associations nominations for the next Executive

**16. Date of Next Virtual Meeting**

TBA

**17. Matters for future agenda items**

**18. Meeting Closure - 17:01 hours**

A handwritten signature in blue ink that reads "Peter Daney". The signature is written in a cursive style and is contained within a thin black rectangular border.

**19<sup>th</sup> June 2020**