



**Essex Association of Local Councils**

**DRAFT MINUTES**

**EALC Extraordinary Executive Meeting Agenda 30<sup>th</sup> July 2020 at 10 am to 12 noon**

**A virtual meeting via Zoom**

30<sup>th</sup> July 2020

**Members Present:**

Cllr J Devlin	Basildon	Cllr McPherson-Davis	Basildon
Cllr Don Smith	Braintree		
Cllr P Davey	Brentwood	Cllr R North	Brentwood
Cllr S Berlyn	Chelmsford	Cllr A Acott	Canvey Island
Cllr J Gili-Ross	Colchester	Cllr Roger Mannion	Colchester
		Cllr A Hafiz	Maldon
Cllr M Cohen	Rochford		
Cllr S Gill	Uttlesford	Cllr A Townsend	Uttlesford
Cllr S Jackman	Epping		

**Also Present:**

CEO	Charlene Slade
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## Agenda

### 1. Chairman's Welcome

Welcome from the chairman, thank you from the Vice Chairman for the those who joined the working party.

Confirmation that this meeting is being recorded.

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

H Symmons	Southend	Cllr W Stamp	Maldon
J Darby	EALC	Cllr M Hessing	Chelmsford
Cllr R Martin	Rochford	Cllr J Stilts	Maldon
		Cllr L Belgrove	Tendring

### Noted.

### 4. Minutes

#### 4.1 Minutes of the EALC Executive Meeting held on 16<sup>th</sup> July 2020 (MIB pages 1 to 8)

All those present agreed the minutes.

### 5. Review and Proposed Changes to the EALC Constitution

Forming a working party was agreed at the last exec meeting to review and propose changes to the EALC constitution. Two documents are presented for members to review and if accepted the revisions will be presented at the EALC AGM on 24<sup>th</sup> September 2020 for approval. The changes proposed are a unanimous recommendation of the working party.

5.1 Track Changes with Minor Format Changes - allows a view of what has changed. (MIB pages 9 to 15 – Cllr. J Gili-Ross to report)

Noted.

*The working party made the following recommendations to the Executive Committee members, JGR presented the following proposed changes to the Constitution:*

#### Paragraph of the constitution

3.11 Do all any such other lawful things as are necessary for the attainment of such objects.
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Proposed Change to the Constitution

3.11 Do any lawful things as are necessary for the attainment of such *objects*.

Paragraph of the Constitution

**The Executive Committee**

4.04 The Executive Committee shall consist of:-

- 1 representative from the Larger Councils' Forum;
- 2 representatives from each District Association; (in areas with only 1 Member, 1 representative may be appointed).
- 1 representative from Essex County Council.

The Chairman, The Treasurer and two Vice Chairman to be elected from the Executive Committee

The Executive Committee has the power to request the replacement of a representative (as detailed in the Standing Orders) who has been excluded from the Executive Committee. Such action to be taken on the advice of the NALC.

Proposed Change to the Constitution (Final Paragraph)

4.04 (Final Paragraph)

The Executive Committee has the power to request the replacement of a representative (as detailed in the Standing Orders) who has been excluded from the Executive Committee.

Paragraph of the Constitution

4.05 The Representatives from the District Associations on the Executive Committee must be Councillors or Officers of Members.

Proposed Change to the Constitution

4.05 The Representatives from the District Associations on the Executive Committee must be Councillors of Members.

Paragraph of the Constitution

4.07 The quorum for meetings of the Executive Committee shall be nine except when extraordinary conditions exist such as Government declared pandemic conditions, civil unrest or other declared emergencies when the quorum figure may be lowered to five.

Proposed Change to the Constitution

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Paragraph of the Constitution

4.09 The Executive Committee shall, at its first meeting after the AGM appoint:-  
(a) the Finance, Local Government and Personnel Sub-Committees and such other sub committees as may be required.

Proposed Change to the Constitution

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(a) the Finance, and Personnel Sub-Committees and such other sub committees as may be required.

Paragraph of the Constitution

4.11 In accordance with the Constitution of the NALC, the EALC shall nominate three representatives to the NALC Annual and Special General Meetings. The Executive Committee shall accordingly send the Chairman, Vice-Chairman(s) and the Essex County Member of the Council of the NALC (or nominated deputies persons approved by the Executive Committee) to act on the EALC's behalf at such meetings.

Proposed Change to the Constitution

4.11 In accordance with the Constitution of the NALC, the EALC shall nominate three representatives to the NALC Annual and Special General Meetings. The Executive Committee shall accordingly send the Chairman, Vice-Chairman(s) (or nominated persons approved by the Executive Committee) to act on the EALC's behalf at such meetings.

Paragraph of the Constitution

5.02 At the first meeting after each AGM of the EALC, the Chairman and up to two Vice-Chairman and a Treasurer of the Executive Committee shall be elected annually by the Executive Committee. These Officers may serve in either capacity, for a maximum period of four years. No officer shall be eligible for a post he/she has vacated until two years have elapsed since he/she has stood down, except in exceptional circumstances.

Proposed Change to the Constitution

5.02 At the first meeting after each AGM of the EALC, the Chairman and up to two Vice-Chairman and a Treasurer of the Executive Committee shall be elected annually by the Executive Committee.

Paragraph of the Constitution

5.03 The Treasurer shall be elected annually by the Executive Committee, and provided that the Executive Committee agree, Officers in Clause 5.02 may continue in the role until such a time that the Treasurer as they either resigns or are unable to continue in that position, when the post is successfully contested at the AGM of the EALC will be filled at the next Executive Committee meeting.

Proposed Change to the Constitution

5.03 Officers in Clause 5.02 may continue in the role until such a time as they either resign or are unable to continue in that position, when the post will be filled at the next Executive Committee meeting.

Paragraph of the Constitution

6.03 The quorum for an AGM shall be forty. In the event of insufficient representatives being present, the meeting shall be adjourned for no less than 7 days and no more than 28 days and reconvened with a quorum of Twenty-five.

Proposed Changes to the Constitution

6.03 The quorum for an AGM shall be Thirty. In the event of insufficient representatives being present, the meeting shall be adjourned for no less than 7 days and no more than 28 days and reconvened with a quorum of Twenty.

Paragraph of the Constitution

7.03 The quorum for a SGM shall be forty. In the event of insufficient representatives being present, the meeting shall be adjourned for no less than 7 days and no more than 28 days and reconvened with a quorum of Twenty-five.

Proposed Changes to the Constitution

7.03 The quorum for a SGM shall be Thirty. In the event of insufficient representatives being present, the meeting shall be adjourned for no less than 7 days and no more than 28 days and reconvened with a quorum of Twenty.

Paragraph of the Constitution

9.01 Minutes books including records of proceedings and resolutions shall be kept by the CEO.

Proposed Changes to the Constitution

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Paragraph of the Constitution

10.01 The EALC Subscription payable by each Member shall become due to the EALC on the 1st April in each year.

Proposed Changes to the Constitution

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Paragraph of the Constitution

10.03 Should any Member be more than one year12 months overdue in payment of subscription to the EALC the Executive Committee, may at its discretion and upon the recommendation of the RFO and the Finance Sub-Committee, elect to exclude that Member from the EALC. Should that Member at any time wish to re-apply for membership their re-acceptance into the EALC may be conditional upon payment of the outstanding subscription of their overdue year

Proposed Changes to the Constitution

10.03 Should any Member be more than 12 months overdue in payment of subscription to the EALC the Executive Committee, may at its discretion and upon the recommendation of the RFO and the Finance Sub-Committee, elect to exclude that Member from the EALC. Should that Member at any time wish to re-apply for membership their re-acceptance into the EALC may be conditional upon payment of the outstanding subscription of their overdue year.

Paragraph of the Constitution

11.02 The Executive Committee shall ensure that proper accounts are kept of EALC's Income and Expenditure. The control of the Accounts of the EALC shall be monitored in accordance with the terms of the EALC Financial Regulations here under appended and within the Terms of Reference of the Finance SubCommittee.

Proposed Changes to the Constitution

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Paragraph of the Constitution

11.03 The Accounts of the EALC shall be audited annually by an auditor duly and duly appointed at the AGM.

Proposed Changes to the Constitution

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Paragraph of the Constitution

14. Notices

Any notice may be served by the EALC on any Member either personally or on its appointed representative as the case may be or by sending it through the post in a prepaid letter addressed to such member at his the last known address in the United Kingdom, and any letter so sent shall be deemed to have been received within 5 days of posting.

Proposed Changes to the Constitution

14. Notices

Any notice may be served by the EALC on any Member either personally or on its appointed representative as the case may be or by sending it through the post in a prepaid letter addressed to such member at the last known address, and any letter so sent shall be deemed to have been received within 5 days of posting.

*Cllr. A Hafiz and Cllr. David McPherson-Davis proposed to move this forward and propose to accept the Clean document as it is attached.*

*Proposer: Cllr. David Mc-Pherson Davis*

*Secunder: Cllr. Abdul Hafiz*

*One abstention*

*12 in favour*

*The vote was carried.*

*The Clean Document of the EALC Constitution as amended is to be presented to the AGM on 24<sup>th</sup> September 2020 for approval to accept the Constitution as amended.*

*Cllr. S Berlyn left the meeting 10:58*



5.2 Clean PDF document - so that viewing on a tablet or smart device should have consistent formatting. MIB pages 16 to 22 Cllr. J Gili-Ross report was noted.

## **6. Strategic Action Plan**

Additional work has been carried out on the Strategic Action Plan to provide an update and report back to the Executive, therefore an Extraordinary meeting has been called to give time to discuss.

The Chairman Thanks those Executive members who have carried out work on the Chapters as Chapter Leads.

6.1 Strategic Action Plan 2019 – 2024 presented to the Executive in January 2020 (MIB pages 22 to 32 C Slade to report)

6.2 Chapter 1 Services (MIB Pages 33 to 41 C Slade to report)

*C Slade reported on Strategic Action Plan Chapter 1 Services and explained the Services currently provided. An explanation was given of the SWOT analysis.*

6.3 Chapter 2 Communications and Distribution of Information MIB pages 42 to 48 - Cllr J Gili-Ross report was noted.

*Cllr. J Gili-Ross reported on Chapter 2 of the Strategic Action Plan.*

6.4 Chapter 3 A Health and Wellbeing Update MIB pages 49 to 55 – Cllr. S Berlyn report was noted.

*Cllr. P Davey gave an update on behalf of Cllr. S Berlyn on Health and Wellbeing and Mental Health. The Health and Wellbeing Board will meet next week, and the minutes of that meeting will be shared.*

*Update on the office re-opening, and return of staff. The Executive Committee members will be updated once all staff have been consulted, however it is envisaged that all staff will be working from the office with effect from Monday 3rd August when all necessary risk assessments have been carried out.*

6.5 Chapter 3 B Climate Change / Green infrastructure Strategy (under separate cover) MIB pages 56 to 60 – Cllr. P Davey report was noted.

6.5.0 Chapter 3 B ECAC Adaption Recommendations MIB pages 61 to 72 – Cllr. P Davey report was noted.

6.5.1. Essex Climate Action Commission – Community Engagement MIB page 73 – Cllr. P Davey gave an update on the report which was noted.

6.5.2 Parish Councils Carbon Foot Printing Tool for Town and Parish Councils MIB page 74 – Cllr. P Davey report was noted.

6.5.3 Climate Action Commission Essex is Green MIB page 75 – Cllr. P Davey report was noted.

*Cllr. Peter Davey updated the members on (6.5/6.5.0/6.5.1/6.5.2/6.5.3) the Climate as Action Change/Green Infrastructure Strategy, focusing on Community Engagement, Carbon Footprint, please see pages 72 to 73 of the MIB documentation for information and useful links. Noted.*

6.6 Chapter 3 C Church Funding (MIB pages 76 to 78 C Slade to report)

*C Slade gave an update on Chapter 3 of the Strategic Action Plan with the work in progress to attempt to repeal the specific section in the LGA 1894 ACT.*

6.7 Chapter 4 Developing Local Councils (MIB pages 79 to 84 - C Slade to report)

*C Slade gave an update on Chapter 4 of the Strategic Action Plan developing local councils.*

6.8 Chapter 5 working in Partnership (MIB pages 85 to 88 - C Slade to report) Noted.

6.9 Chapter 6 Governance and Democracy (MIB pages 89 to 99 - C Slade/H Symmons to report) C Slade gave an update of the joint work undertaken in the absence of H Symmons.

*The Strategic action Plan will now form a live working document, the CEO to provide an update as and when necessary and will report back to the Executive Committee.*

*Many thanks and acknowledgement go to all those members who have worked hard on the Strategic Action Plan for the EALC and those members who have taken part in the Chairman Forums, they have been a great success.*

## **7. Date of Next Virtual Meetings**

10 <sup>th</sup>	September 2020	(To be advised)
24 <sup>th</sup>	September 2020	(Annual General Meeting).
19 <sup>th</sup>	November 2020	(Annual Meeting of the Executive).

## **9. Matters for future agenda items**

## **10. Meeting Closure**