



**Essex Association of Local Councils
Minutes Executive Meeting
22nd March 2018
42B High Street Great Dunmow CM6 1AH**

Present:

Name	District	Name	District
CLlr J Devlin	Basildon	CLlr D McPherson-Davis	Basildon
CLlr D Smith	Braintree	CLlr Helen Edwards	Braintree
CLlr P Davey	Brentwood	CLlr A Acott	Castlepoint
CLlr J Gili-Ross	Colchester	Mrs K Richmond	Epping Forest
CLlr Mrs S Jackman	Epping Forest	CLlr R Martin	Rochford
CLlr Mrs Susan Barker	Essex CC	CLlr M Talbot	Tendring
CLlr M Cohen	Rochford	CLlr A Townsend	Uttlesford
CLlr A Hafiz	Maldon	CLlr H McIlwrick	Uttlesford
CLlr L Belgrove	Tendring		

Also Present

Joy Darby
Linda Golding
Pearl Willcox
Charlene Slade
Louise Gambardella

Chief Executive Officer
Deputy Chief Executive Officer
County Training Officer
Responsible Finance Officer
Funding Officer

1. Chairman's Welcome and Announcements

Minutes Silence – It was with great sadness that the Chairman announced the death of Cllr Keith Miles on 9th March 2018.

Cllr Miles was elected on to South Woodham Ferrers Town Council in July 2003 serving 14 years as a Town Councillor. Elected as Town Mayor in May 2007 – serving in this role until April 2011. During his term as Town Mayor he supported the Town Council staff with achieving Quality Council Status and projects such as the Town Council taking over the running of the Town's successful Christmas Fayre. He was instrumental in the development of a new Children's Playground and Multi-Use Games Area which is a very popular area with the youth of the Town.

Cllr Miles became Chairman of our Larger Local Council Forum in February 2014 and subsequently became a member of the Executive Committee in November 2014 representing the LLCF. As Chairman of the LLCF he was known for keeping the meetings running to time.

(Louise Gambardella left the meeting at 10.10am)

Other Notices

Door – Members were asked not to open the front door to the building as there are staff on duty to open the door, and if Executive Members open the door it poses a risk to security.

Welcome

Cllr Peter Davey welcomed Cllr Mrs Susan Barker from Essex County Council.

Meetings Attended by the Chairman during the last period.

29-01-2018	NALC Local Democracy Launch at the Houses of Parliament
30-01-2018	NALC Management Board
06-02-2018	NALC National Assembly
08-02-2018	Epping Forest Branch of the Association of Local Councils
13-02-2018	Larger Council Forum – Mersea Island
15-02-2018	Chaired EALC Personnel Meeting
21-02-2018	Houses of Parliament launch of De Montfort University's The Voice of the Councillor
27-02-2018	Chaired NALC Finance and Scrutiny Committee
04-03-2018	Attended the Chairman of ECC's Civic Ceremony at Chelmsford Cathedral
06-03-2018	Attended Essex partners initiative at Chelmsford race course
07-03-2018	EALC Finance Meeting
13-03-2018	NALC Chair and Vice Chair meeting
15-03-2018	Police Fire and Crime Commissioner's annual conference
20-03-20-18	NALC National lobby day and Assembly

2. Apologies for Absence

Cllr S Berlyn	Chelmsford	Cllr Peter Brown	Chelmsford
Cllr Mrs V Morgan	Southend	Cllr Richard North	Brentwood
Brian Hindley	Colchester	Cllr J Anderson	Maldon
Cllr John Anderson	Maldon		

3. Minutes

- 3.1 Minutes of the Executive Meeting held on the 24th January 2018 – these minutes were agreed and signed by the Chairman.
- 3.2 Finance Committee Minutes 7th March 2018 – these minutes were agreed by Finance Committee Members present at the meeting and signed by the Treasurer.
- 3.3 Larger Local Councils Forum 13th February 2018 – for noting only.

4. Personnel – Mrs Darby to give an update.

Staffing Budget has been agreed for 2018/2019. The member of staff on maternity leave is now leaving us at the beginning of April. A short term (6 month) contract has been offered, on a new post to deal with the management of the building, supporting the training, health and safety, risk assessment and GDPR. The person is known to the EALC and worked during the crisis in the latter part of 2017. The post will be evaluated at the end of the contract, with a view to continue or cease the role.

5. Finance

5.1 Budget Report

Cllr McPherson-Davis presented the Budget Report and the notes to the report.

Mrs Charlene Slade presented the report

- Increased year to date the course income, thanks to Mrs Willcox and Saturday trading
- Publications contribute a minor amount of funding
- Local Service Fund (4a is reporting structure – that shows the allocation from payroll against courses, premises on 15 and 16). This will show how much the cost of courses is to the EALC

- The breakeven costs per course to be reviewed, to enable a course to be cancelled if a minimum number of delegates is not reached.
- Cllr McPherson-Davis explained the grant from ECC (10k) which is extremely important and the EALC records its thanks to ECC.
- Affiliation fees, and NALC has agreed the increase for 2 years fixed at 1.9% for 2 years.
- Core grant £30,000, Training £10,000, VineHR subscription grant
- Expenditure – on budget for year end
- Provision for 2% pay increase(yet unknown)
- Separated Tutors to give a yearly figure
- Note 19: includes audit costs and VineHR subscription. To note this has increased but is offset by £2.5K grant shown in note 10.
- Donations

5.2 Notes - noted

5.3 Statement of Reserves - Noted

5.4 Bank Balances - Noted

5.5 Other Finance Matters to be raised by the Treasurer

No further matters raised.

Cllr Mrs Sheila Jackman proposed the acceptance of the budget and Don Smith seconded the motion. The Executive unanimously accepted the budget with the note that Cllr Mrs Barker abstained.

6. New Initiatives and Other Matters for Decision

6.1 GDPR Update – Mrs Darby

General Data Protection Regulations Update

The EALC will not charge for support given to Member Councils and the EALC has now provided a toolkit from NALC, which has been verified by the ICO. This was provided **FREE OF CHARGE.** This should be sufficient information to help support the Council through this new legislation.

EALC and National Update – Your Association supporting the needs of the Councils in Essex.

Mrs Darby explained it was very important to ensure that the advice you are receiving in respect of the new data regulations is the best possible advice. The EALC is working with the NALC on the provision of the best possible resources, advice and access to Data Protection Officers. Our advice is to take advice from those associated with the National Network of the EALC and the SLCC.

The EALC is looking to provide the following to enable you to meet the obligations of this legislation

- Provide the right advice to all Member Councils – this is really important as we have seen there is so much misinformation available and some organisations are still promoting that the Data Protection Officer can be the Clerk or RFO. This advice will be central to the NALC Toolkit, other toolkits will not be supported.
- It is the advice of the NALC that the Clerk/RFO may not be the Data Protection Officer for the Council which employs them.
- Provide Training for Councils – we have run many courses and will be running even more to ensure that Councils understand the requirements – these will be proportionate to your specific needs.
- Provide Training for Data Protection Officers – the EALC is seeking to train Data Protection Officers and these courses are now advertised.
- The EALC will be holding a bank of Data Protection Officers – who will be able to support Councils.
- The EALC has provided the comprehensive General Data Protection Regulation Toolkit from the NALC free of charge.
- Support Compliance with the regulations – this will be with the NALC Toolkit.
- The EALC will provide Training on using the Toolkit.
- As part of Membership Councils will have access to the best possible advice and support.
- Hardcopies of the toolkit available on request – FREE OF CHARGE

Mrs Darby explained that the advice remains the same – the Local Council Sector is low risk and there is no need to rush into contracts with commercial sector organisations, purchase toolkits which are available free of charge from EALC, as the sector in Essex will work together to address needs, ensuring that Councils are compliant.

NALC writes

The Data Protection Bill will have its second reading in the House of Commons on 5th March and as NALC did during the House of Lords stages we will be making representations to MPs on a number of matters including the need for:

- further sector specific advice and guidance from the ICO;
- a proportionate approach for our sector, especially for smaller councils;
- and funding support for this new legislative burden

Members asked a number of questions which were answered by the Chief Executive Officer.

6.2 Tendring District Request to NALC

The EALC is asked to initiate a campaign via NALC to get policy set to ensure that the Highways Departments' ability to raise objection on highways grounds is not reduced due to the change of wording in the NPPF paragraph 22.

Proposed by Cllr Mrs Belgrove
 Seconded by Cllr Michael Talbot

Member unanimously in favour of the proposal

It was agreed to invite someone from ECC to speak to the Executive on this matter.

6.3 Strategic Plan and Strategic Action

Members were asked if they wished to take part in the review of this document. No Member was available at this time to offer support.

Members are to be asked for any views on the current documents.

Skills Audit – there was a discussion on the Identification of skills, but not being reliant on them, as Executive Members may not be 'qualified' but may have an interest and be willing to take part.

7. National Matters

- 7.1 NALC Report – Cllr Peter Davey gave an update on the papers provided. Cllr Davey gave a clear indication that he was pushing the NALC to at least break even.
- 7.2 NALC Vice Chairman Report to National Assembly 6th February 2018 – Noted
- 7.3 Committee on Standards in Public Health – Noted
- 7.4 Meeting of the Management Board 30th January 2018 - Noted

7.5 The Rt Hon Sajid Javid MP Minister of Housing Communities and Local Government – Noted

Cllr McPherson-Davis received a call from Rt Hon Sajid Javid's secretary to ask if Basildon District Council passed on the grant to the parishes. Cllr McPherson- Davis replied by stating that the Principal Authority had not done so.

7.6 The Voice of the Councillor – Cllr Peter Davey gave a report on the launch of this document.

7.7 NALC Parliamentary Lobby Day on the 21st March 2018 at Portcullis House

Cllr Peter Davey and Cllr John Gili-Ross attended Lobby Day on behalf of the EALC and discussed the following issues with MPs Alex Berghart, Stephen Metcalfe, James Cleverly & John Whittingdale

Localisation of business rates
Enhance developer contributions
Increase the diversity of investment in community level services,
Give communities more control of decisions
The Data Protection Bill
Fixed Penalty Notices
The continuing threat to rural bus services

Cost of GDPR

- No Capping for Parish Councils for this year, and will not cap them unless they do not show restraint in precepting
- Precepts – show why they are being increased
- Nick Alston is reviewing the health services in Essex
- Bus services (£5 per passenger journey – one of the only principal authorities to do this. About 10% of the council tax is used on transport. The ECC must look at making this cost effective, and be creative in solutions).
- Delegation of decision making processes
- Neighbourhood Plans/ Housing/ dementia friendly
- Fixed Penalty Notices
- Community Infrastructure levy – what will the parish sector
- Business rates – the sector wants the right to be part of this and not be beholden on the

8. Essex Matters

8.1 Essex County Council– The EALC Chairman welcomed Cllr Susan Barker to the meeting.

Cllr Mrs Barker gave an informative report covering the following issues

- The Highways Capital programme for 2018-19 now available
- Essex County Traveller unit now has a “flying squad” of 5 officers trained to deal with unauthorised encampments
- Revenue support Grant cut by £28m in 2018-19 and will be totally gone by 2020
- In the last year 94% of Essex Schools judged good or outstanding; 1330 young people not in education, employment or training helped to move into employment or learning; reduced household waste by 32kg per household; invested in our country parks seeing visitor numbers increase by 7.5% to almost 750,000; resurfaced 400 miles of roads and filled 5000 potholes.
- In 2018-19 Essex will invest £14m in Broadband; £126m in major road schemes; £87m in mainstream schools and £17m in special schools adding around 2750 additional school places
- Working with Districts and Boroughs Essex needs to build 136,000 new homes over the next 20 years- a 22% increase in the number of homes in Essex.
- Library engagements

The Chairman thanked Cllr Barker.

8.2 Cllr John Gili-Ross Vice Chairman Report

Cllr John Gili-Ross gave a report on the following

- Police and Fire Commissioner for Essex – first in the Country to do both roles
- New Chief Fire Officer – 9 candidates successful applicant was Jo Turton
- Bureaucracy has been cut that allows decisions to be made in a more appropriate time frame

Executive Members discussed the matters raised.

(Cllr Mrs Susan Barker left the meeting 11.55am)

8.3 Chief Executive Report - noted

8.4 County Training Officer Report

Mrs Willcox reported that the courses this year have exceeded expectation, and plans for next year are in hand.

Fire safety and Village Hall courses were cancelled this month, due to low numbers.

8.5 Local Service Fund Update (Mrs Gambardella) - Noted

8.6 Local Council Awards Update (Amanda Brown) - Noted

New push for Local Council Awards as from April 2018

8.7 Transparency Fund Update (Amanda Brown) - Noted

8.8 Crouch Harbour Update - Noted

9. **Feedback and Next Agenda**

(Cllr Hamish McIlwrick, and Cllr Mrs Linda Belgrove left the meeting 12.05)

- Uttlesford Councils are not receiving a grant from the Principal Authority.
- Alresford very concerned about the distribution of 106 monies, and the way that Planning Authorities dismiss the views of Parish Tier Councils.
- Cllr Mrs Jackman spoke about the possible reduction of being able to speak at a Planning meeting
- Parish Trigger and issues in Maldon District
- Broadband issues on accessing the planning applications

(Cllr Mrs Sheila Jackman and Cllr Abdul Hafiz left the meeting 12.10)

Mrs Darby to contact the Planning Officers Association

Local Government Association Peer Review – letter seeking advice on parish sector being part of that review.

10. **Date of Next Meetings**

24th May 2018 at the EALC Offices in Great Dunmow

12. **Meeting Closure**

The meeting was closed at 12.20 pm

Signature **Date**