



**Essex Association of Local Councils  
EALC Executive Meeting Minutes 19<sup>th</sup> March 2020  
42B High Street Great Dunmow CM6 1AH**

**Present:**

Cllr J Devlin	Basildon	Cllr McPherson-Davis	Basildon
Cllr P Davey	Brentwood	Cllr A Acott	Canvey Island
Cllr J Gili-Ross	Colchester	Cllr A Walker	Colchester
Cllr S Baker	ECC	Cllr A Hafiz	Maldon
Cllr J Stilts	LLCF		

**Also Present:**

CEO  
CEO Designate  
Executive County Training Officer  
Office & Training Coordinator  
Sage Administrator  
Parish Support Officer

Joy Darby  
Charlene Slade  
Pearl Willcox  
Rebecca Sheppard  
Lucy Alston-Nogueira  
Amanda Brown

The EALC Executive Meeting – will meet in two parts on this occasion to pass emergency decisions to enable the EALC to continue to function.

**1. Chairman's Welcome**

The Chairman Welcomed all Members that were present and acknowledged the staff of the EALC on the work being done for the Council Members regarding the current Covid-19 pandemic.

The Chairman noted that during these difficult times, Charlene Slade and the EALC staff will need more support and that the decision had be made that Joy Darby will stay on as a part time support to finish the hand over period that was delayed to deal with the legal and procedural matters to Charlene.

The affiliation fee requests are due to go out for the 1<sup>st</sup> April. The Chairman confirmed there will be a letter sent with the invoices stating the association is working harder than ever and that Joy Darby will still be involved with the Association during these difficult times.

The Chairman handed the meeting over to Cllr Sue Barker for the ECC update. Cllr Sue Barker confirmed that Essex schools will be shut from tomorrow afternoon and that more detailed information regarding helping of small business is to be released.

Cllr Sue Barker left the meeting at 10:57am.

The Chairman asked Amanda Brown, EALC Parish Support Officer and Lucy Alston-Nogueira, EALC Sage Administrator, who were present but do not usually attend the Executive meetings to introduce themselves.

The Chairman passed the meeting over to Joy Darby to discuss the procedural papers regarding emergency decisions to be made to enable the EALC to work effectively during the Covid-19 crisis.

#### 1.1 Decisions

Joy Darby confirmed that the meeting was not quorate but asked the members to agree on the proposed alternations and decision due to the pandemic. Members agreed that this was a unique situation and at this time of crisis the EALC must make decisions to allow the Association to survive.

#### 1.2 Decision to proceed without a quorum.

Proposed by Cllr Jim Devlin and Seconded by Abdul Hafiz  
All Members present unanimously agreed.

#### 1.3 Covid 19 – description

Joy Darby confirmed that Covid19 is now classed as a notifiable disease. Cllr John Gili-Ross proposed and Cllr Jim Devlin seconded that the point 'hell on earth' was to be removed from the definition of an emergency.

The definition of a crisis is as follows

- A time of intense difficulty or danger
- A current economic crisis
- Catastrophize
- Disaster
- Adversity
- Great difficulty
- A time when difficult or important decisions must be made

- The situation has met crisis point
- Critical period
- The turning point of a disease when an important change takes place, indication recovery or death
- A notifiable disease.

All Members present unanimously agreed.

The following was noted.

#### 1.4 EALC Constitution formalities

The Constitution can only be changed at an Annual General Meeting of the EALC. Unfortunately, the EALC was in a position where changes needed to be made to allow the EALC to continue to function. At the next AGM the decisions made during this time of crisis would be placed before the meeting, and amended, verified or removed.

The EALC Constitution may only be amended by the Membership, where the quorum shall be 40.

Paragraphs of the Constitution

13.01 This Constitution may be amended at an AGM or SGM of the EALC

13.02 All such proposed constitutional changes must be in the form of a competent motion, in writing and received by the CEO at least two weeks prior to the next Executive Committee, in the case of a motion proposed for an SGM and two weeks prior to the last Executive Meeting before formal notice is given for the AGM, should the motion be intended for that meeting.

13.03 Amendments to the Constitution shall require the assent of two thirds of those present and voting. Such amendment, once passed, shall not be reconsidered prior to the next AGM.

#### 1.5 Standing Order Formalities

The Standing orders of the EALC can only be changed by resolution of the EALC Executive with 15 members present and voting.

1.10 These Standing Orders shall be read in conjunction with the constitution and the Financial Regulations of the Association. Any amendments to Standing Orders shall be made subject to the notice of motion by the Executive Committee, with the assent of 15 members present and voting.

## 1.6 Financial Regulation Formalities

To change the Financial Regulations

### 16.2 Suspension or revision of Financial Regulations

The EALC may, by resolution of the EALC duly notified prior to the relevant meeting of the EALC, suspend any part of these Financial Regulations provided the reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of the EALC.

(Members to note that the quorum is not specified and therefore must be considered as 9, which is the number for an Executive meeting)

## 1.7 The Quorum of Executive Meetings

The Constitution states

4.07 The quorum for meetings of the Executive Committee shall be nine.

## 1.8 Members of the EALC Executive Committee

The EALC Constitution has been checked to see who are the members of the EALC Executive Committee

1 representative from the Larger Local Councils Forum  
2 Representatives from each District Association: (in areas where there is only 1 council, they may appoint 1 representative).  
1 representative from Essex County Council.

It has been the custom and practice that the ECC Member is not a voting member but they do have a seat. However, this is not clearly defined in the Constitution. This should be defined.

## 2. The following decisions were made to allow the EALC to continue to function

### 2.1 The quorum of the EALC Executive Meeting is set at 9 Members.

The EALC Executive Committee propose to lower this to 5 to enable decisions to be made in the ongoing crisis. Proposed by Cllr David McPherson-Davis and seconded by Cllr John Gili-Ross. All members present unanimously agreed.

## 2.2 The Executive meet at least 6 times per year.

The EALC Executive Committee propose to add the following to the Constitution.

‘The Executive Committee shall be responsible to the EALC for the policies, control and administration of the EALC and shall meet at least six times in each financial year. these Executive meetings may meet virtually’

Proposed by Cllr Abdul Hafiz and Seconded by Jeanette Stilts.  
All members present unanimously agreed.

## 2.3 Emergency Decision making

To enable the EALC to make decisions quickly the following delegation of power to be made in any emergency/crisis situation. The power of the EALC Executive Committee will devolved to make decisions in an emergency/crisis to no less than 3 members and the Chief Executive Officer.

If the Chief Executive Officer is not available for more than 48 hours period any 3 members may make the decision. The three members will be agreed on who is available in the hierarchy of Executive Members.

Proposed by Cllr Jim Devlin and seconded by Cllr John Gili-Ross.  
All members present unanimously agreed.

Hierarchy of Executive Members

Chairman

Vice Chairmen

Treasurer

Any other member to make a quorum of 3.

## 1.4.5 The EALC Annual General Meeting

The EALC propose ‘The Executive Committee shall call an AGM of the EALC in each year after the 30<sup>th</sup> April and before the 30<sup>th</sup> September of that year, except in an emergency(crisis) when the timing may be delayed or postponed. Each member may have 2 voting delegates.

The EALC AGM may be called as a virtual meeting to set the affiliation fee. The EALC propose to change the number of voting delegates in the situation of a virtual meeting to 1 voting delegate from each Council.

Proposed by Cllr Abdul Hafiz and seconded by Cllr John Gili-Ross.

All member present unanimously agreed.

#### 1.4.6 Setting the Affiliation Fee

The amount of the Subscription shall be determined each year at the AGM upon the recommendation of the Executive Committee. A proposal to amend this to read;

The amount of the Subscription shall be determined each year at the AGM upon the recommendation of the Executive Committee. In a situation of crisis, where a virtual AGM is not possible, the fee will be set by the EALC Executive Committee and will be ratified at a later date.

The proposal to amend the motion was proposed by Cllr John Gili-Ross and seconded by Cllr Abdul Hafiz. All member present unanimously agreed.

The amended motion was proposed by Cllr Stilts and seconded by Cllr Walker and carried unanimously.

#### 1.4.7 AGM

The EALC propose 'The AGM shall except in an emergency/crisis. In these situations, the business will be delayed or postponed as appropriate:

- Elect a President and Vice Presidents as may be required
- Receive the Annual Report from the Executive Committee
- Approve the Annual Accounts of the EALC
- Appoint an Auditor
- Conduct such other business or motion as the Executive Committee shall decide
- Conduct any other business or motion duly notified in writing to the CEO at least 21 working days prior to the date of the AGM, or such an emergency

Proposed by Cllr David McPherson-Davis and seconded by Cllr Jim Devlin.

Mrs Joy Darby noted that as previously mention ECC representatives are not voting members although not clearly stated in the constitution. The proposal of giving the ECC representative a right to vote.

Proposed by Cllr Abdul Hafiz and seconded by Cllr Alan Walker. The majority of member agreed.

Lucy Alston-Nogueira left the meeting

The Chairman announced that the emergency part of the meeting concluded at 11.45am and confirmed the Executive Meeting could now continue as the quorum was altered to 5.

## 1. Chairman's Announcements

The Chairman announced that Mrs Darby would be employed from 1<sup>st</sup> April on 12 hours per week to support the new CEO and ensure that a handover was made. Mrs Darby's duties will be to include Covid 19, legal, process, procedural and health and wellbeing, as well as other matters defined by the CEO.

### Chairman's Meetings Attended

28.01.2020	NALC Management Board London
29.01.2020	Essex Health and Wellbeing Board
04.02.2020	NALC National Assembly London
05.02.2020	Chaired EALC Unauthorised Encampment Seminar Gt Dunmow
24.02.2020	Epping Association meeting
25.02.2020	Chaired NALC Finance and Scrutiny Committee Meeting London
26.02.2020	Larger Local Council Forum Halstead
03.03.2020	Essex Rural Partnership Strategic meeting Fire HQ
04.03.2020	NALC Strategic Meeting London
04.03.2020	High Sheriff Awards Chelmsford
05.03.2020	Safer Essex meeting Fire HQ
10.03.2020	NALC National Assembly and Lobby day London
12.03.2020	EALC Personnel
13.03.2020	Conference call with Alex Burghart, MP for Brentwood and Ongar, to discuss key concerns/initiatives in Essex seeking his support
18.03.2020	March Essex Health and Wellbeing Board meeting County Hall
18.03.2020	EALC Executive

### Noted

## 2. Apologies for Absence

Cllr D Smith	Braintree	Cllr Richard North	Brentwood
Cllr S Berlyn	Chelmsford	Cllr M Hessing	Chelmsford
Cllr S Jackman	Epping Forest	Cllr A Townsend	Uttlesford
Cllr M Cohen	Rochford	Cllr R Martin	Rochford
Cllr L Belgrove	Tendring	Cllr M Talbot	Tendring

### Noted

### **3. Minutes**

- 3.1 Minutes of the EALC Executive Meeting held on 21<sup>st</sup> November 2019 approved and signed.
- 3.2 Minutes of the EALC Executive Meeting held on 16<sup>th</sup> January 2020 approved and signed.

All Members present agreed and the minutes were signed by the Chairman.

### **4. Personnel – The Personnel Committee update.**

Joy Darby gave a verbal update. Some new job titles and job descriptions were altered slightly and agreed at the Personnel committee. These will be shared in due course.

Joy Darby confirmed that a Maternity cover post was currently being organised to being early summer. Within the budget there is another post to be recruited but at this current time this will not be filled.

### **5. Finance**

- 5.1 Finance Committee Minutes 5<sup>th</sup> December 2019  
Finance Committee Minutes 12<sup>th</sup> March 2020

Noted

The Chairman confirmed that the Second meeting in March was cancelled due to circumstances

- 5.2 Budget Report (29<sup>th</sup> February 2020)

Cllr McPherson-Davis discussed the current budget and that the income from the training courses exceed the forecast.

Charlene Slade discussed the current situation and noted some worst-case scenarios.

1. Cancellation of 3 months of courses 10% loss of affiliation fees
2. Cancellation of 3 months courses, Cancellation of 6 months courses
3. Removal of any new future employment for a period of time

The EALC proposed to accept a worst-case scenario 3 as the budget for 2020/21, which includes no courses for 6 months.

Proposed by Cllr Abdul Hafiz and seconded by Cllr Jim Devlin.

All Members present unanimously agreed.

Cllr Abdul Hafiz and Cllr Jeanette Stilts left the meeting 12.25pm

It was noted to include a reminder for clerks to pay invoices on the next COVID 19 update.

5.3 Statement of Reserves

5.4 Bank Balances at 29<sup>th</sup> February

All noted.

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

6.1 The Action Plan as agreed at the last meeting is now presented. Each Chapter lead is now required to do a detailed time line of consultation, with the membership.

Joy Darby confirmed that action plan has been placed to one side due to the current situation but the Strategic Plan was still be followed.

6.2 County Officers Forum

6.2.1 Associated Management System (AMS) Noted

6.2.2 Associated Management Software Project Noted

Members to consider whether this project should be endorsed, with a view to implementation in Essex. If the EALC Executive are so minded the matter would then need to be agreed for consideration as part of the budget for future years.

6.3 New Outreach Training Hubs

6.3.1 Rochford

A new outreach training hub has been set up in Rochford to attract members and officers to attend training. The cost of the course will be dependent on the cost of the tutor, hall hire, refreshments and sundry expenses.

The first two course will be schedules for May 2020.

18 <sup>th</sup> May 2020	Morning course	10 am – 1.20 pm
21 <sup>st</sup> May 2020	Evening course	7 pm – 9.30 pm

Noted

6.3.2 Tendring Training Hub

A new outreach training hub has been set up in Tendring to attract members and officers to attend training. The cost of the course will be dependent on the cost of the tutor, hall hire, refreshments and sundry expenses.

Noted.

Joy Darby confirmed these will be suspended due to the current situation but the process is in place

### 6.3.3 Corona Virus – Update

Noted

## 7. National Matters

7.1.1 Cllr Peter Davey – NALC Report

7.1.2 National Assembly – Chairman of Finance and scrutiny’s report to the National Assembly.

7.1.3 NALC Management Board Draft Minutes

7.1.4 NALC Assembly Draft Minutes

7.1.5 NALC Lobby Day - Devolution White Paper

7.1.6 Management Board Roles, Responsibilities and ways of working

7.1.7 NALC Nuts and Bolts

7.2 Consultation on expanding the dormant assets scheme  
Response form

All noted.

## 8. Essex Matters

8.1 Essex County Council Report– Cllr Susan Barker or her representative.

8.2 Kirsty O’Callaghan Report

The Chairman noted the update from ECC was received earlier by Cllr Sue Barker.  
noted

8.3 Vice Chairman Report

Cllr Gili-Ross has attended a number of Police, Fire and Crime Panel meetings, agreeing the budget for both Police and Fire & Rescue as well as helping to define the Integrated Risk Management Plan for the Fire and Rescue Service that will be introduced following the PCC elections in May.

Noted

8.4 Chief Executive Report (Mrs Joy Darby)

Apologise received as no report was presented

8.5 Chief Executive Designate Report (Ms Charlene Slade)

8.5.1 COF Meeting notes January 2020 – Noted.

Apologise received as no report was presented

8.6 Executive County Training Officer Report(Pearl Willcox)

8.6.1 Executive County Training Officer Report

8.6.2 CiLCA Update

8.6.3 Service Level Agreement

8.6.4 E Learning Statistics

8.6.5 National Request for support to look at a training model for CiLCA

Pearl Willcox gave a verbal update on inhouse courses being postponed and the online courses. the EALC has the ability to write their own online training courses and the is something that will be looked into.

8.6 CIF and Microgrant Update (Louise Gambardella)

Apologises received as no report was presented.

The Chairman gave a short verbal update and asked the finances spreadsheet to be circulated

8.7 Parish Council Development Officer (Amanda Brown) – Apologies as no report was tabled.

8.8 Legal Update (Amanda Brown) – Apologies as no report was tabled.

Amanda Brown gave a short verbal update on the Local Council Awards

The Chairman thanked Amanda Brown for legal update work that was being produced.

8.9 Office and Training Co-Ordinator (Rebecca Sheppard)

Noted

8.10 Essex Rural Partnership

8.10.1 Essex Rural Partnership consultation – please circulate as widely as possible.

<https://consultations.essex.gov.uk/rci/essex-rural-strategy-2020-consultation>

8.10.2 ERP Monthly bulletin – February 2020

8.10.2 Agriculture Bill (DEFRA)

Noted

Charlene Slade confirmed the meeting organised with Nick Shuttleworth had been postponed. Noted.

#### 8.11 Police Matters

8.11.1 Safer Essex Meeting 4<sup>th</sup> December 2019

8.11.2 Public Views and experience of Policing and the Criminal Justice in Essex.

8.11.3 Sexual Violence and night time economy

Noted

#### 9. **Police, Fire & Crime Commissioner – Hustings – up date to be provided.**

The Chairman confirmed that Roger Hirst would be in post again for another year due to the current pandemic the elections had been postponed.

#### 10. **Feedback and Next Agenda**

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

#### 11. **Date of Next Meeting**

14<sup>th</sup> May 2020. May be virtual (looking into different platforms of conference calling)

16<sup>th</sup> July 2020.

10<sup>th</sup> September 2020.

24<sup>th</sup> September 2020 (Annual General Meeting and Conference).

19<sup>th</sup> November 2020 (Annual Meeting of the Executive).

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

#### 13. **Meeting Closure**

The meeting closed at 12:41pm