



**Essex Association of Local Councils  
Minutes Executive Meeting  
24th May 2018  
42B High Street Great Dunmow CM6 1AH**

**Present:**

Name	District	Name	District
Cllr J Devlin	Basildon	Cllr D McPherson-Davis	Basildon
Cllr Peter Davey	Brentwood	Cllr A Acott	Castlepoint
Cllr M Cohen	Rochford	Mrs Helen Symmons	Southend
Cllr S Berlyn	Chelmsford	Cllr Peter Brown	Chelmsford
Cllr H McIlwrick	Uttlesford	Cllr Jon Anderson	Maldon
Cllr Mark Durham	ECC	Cllr R Martin	Rochford
Kirsty O'Callaghan	ECC Officer	Cllr M Talbot	Tendring

**Also Present**

**Chairman** Cllr Peter Davey  
**Treasurer** Cllr David McPherson-Davis

**Chief Executive Officer** Joy Darby  
**Assistant Chief Executive** Linda Golding  
**County Training Officer** Pearl Willcox  
**Responsible Finance Officer** Charlene Slade

**Guest Speaker – Dawn French Chief Executive Officer Uttlesford District Council**  
Essex Resilience Forum, Dawn leads on Operation London Bridge.  
Cllr Peter Davey thanked Dawn French for attending the meeting and making an excellent presentation on a very sensitive subject.

## 1. Chairman's Welcome and Announcements

The Executive have two new members, due to the short time scale Cllr Sue Lissimore has offered her apologies, and we welcome Cllr Mark Durham in her place.

We are also pleased to welcome Mrs Helen Symmons representing Leigh on Sea Town Council/ Southend, and Kirsty O'Callaghan from Essex County Council.

Cllr Davey asked that the Executive congratulate Cllr John Gili-Ross on his appointment as the Chairman of the Local Government Association of Police, Fire and Crime Commissioners. Cllr Michael Talbot asked that the Committee resolves to send the congratulations of the EALC Executive to Cllr Gili-Ross on this most prestigious appointment.

### Meetings Attended by the Chairman during the last period.

09.04.2018 ERP Strategic Board Meeting  
10.04.2018 NALC Management Board  
11.04.2018 Cllr Keith Miles Funeral  
13.04.2018 CEO Update  
20.04.2018 Leigh-on-Sea Accreditation Quality Award presentation – Annual Town Meeting  
23.04.2018 2 weeks Jury Service  
11.05.2018 Donald Fraser Funeral Leigh-On-Sea  
11.05.2018 Stansted Mountfitchet – Annual Town Meeting  
16.05.2018 NALC/ LGA conference – London  
16.05.2018 CEO Update  
21.05.2018 Police, Fire and Crime Commissioner's initiative at Earls Colne

## 2. Apologies for Absence

Name	District	Name	District
Cllr R North	Brentwood	Cllr Helen Edwards	Braintree
Cllr Don Smith	Braintree	Mrs K Richmond	Epping Forest
Cllr A Hafiz	Maldon	Cllr A Townsend	Uttlesford
Cllr L Belgrove	Tendring	Cllr John Gili-Ross	Colchester
Cllr Mrs Jackman	Epping Forest	Cllr Sue Lissimore	ECC
Brian Hindley	Colchester		

### **3. Minutes**

#### 3.1 Minutes of the Executive Meeting held on the 22<sup>nd</sup> March 2018

It was proposed by Cllr David McPherson-Davis and seconded by Cllr Roy Martin, carried unanimously.

### **4. Personnel**

Mrs Darby gave an update on current staffing matters including, appraisals, end of maternity leave and the need to evaluate the new post. GDPR changes to payslips has been undertaken and all staff are now aware of the new portals that contain their pay slips.

Personnel Committee to meet before next Finance Committee and prior to the July Executive.

### **5. Finance**

#### 5.1 and item 5.2 Budget Report and notes.

- Note: 1 - Courses increased by 26% due to additional courses, 16 Saturday courses generating a turnover of £18K, GDPR 10 courses since September, 12 courses on Cllr Training Day 1 and 2. 4 Advanced Cllr Training Days.
- Note: 4 - Agency Services £13050 relates to Management of Local Service Fund (October 2017 to March 2018 – £13050 for April 2018 to September falls in next financial year).
- Note: 4a – evaluation of what courses costs against the running of the training programme.
- Affiliation Fees. Our member's subscription to EALC.
- Note 11 - Enablement grant for Transparency funding.
- Note 13 – payroll costing (increased due to Saturday training courses, Tutors Cost also increased to reflect the same).
- Note 16 and 17, office costs slightly increased over budget by £500.
- Note: 19 – Includes Professional services Vine HR.
- ECC Grant for Training of £10,000.
- Funding for the staff of the Local Service Fund.
- National Payroll 18/19 and 19/20 – budget provision.

Budget was a small loss and now we are expecting the end of year accounts to come out in a small surplus.

#### 5.3 Statement of Reserves – Noted

#### 5.4 Bank Balances – Noted

Contingency levels – Charity Commission guidance is 6 months.

The EALC has a reserve to meet the current liabilities.

Mrs O'Callaghan – noted that this was a good policy.

#### 5.5 Other Finance Matters raised by the Treasurer

Mrs Slade to be congratulated on the end of year progress.

The Chairman noted that the accounts were very professional.

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

#### 6.1 GDPR Update

- Congratulations to NALC on the work provided on the issue of the Data Protection Officer.
- Members to note that the requirement to appoint an independent Data Protection Officer was now removed from the Parish Sector.
- The Government tabled an amendment to its own bill that passed through the Commons last week and the Lords this week.
- GDPR comes into force on Friday 25<sup>th</sup> May 2018.
- There will still be a need for the Councils to have some form of corporate governance in place to insure compliance.
- The Toolkit, includes the matters relating to a DPO and Councils should consider the effect of the changes in legislation.
- EALC will continue to train and to develop Councils supporting this important legislation.

#### 6.2 Appointment of a Data Protection Officer

This matter is being progressed and a plan will go to the next Personnel and Finance Committee.

#### 6.3 Health and Wellbeing Board

Clear indicators around social inclusion. To be discussed at a meeting with Joy Darby and Kirsty O'Callaghan later in the month.

Mrs Darby spoke about the work already being contributed to communities by the Parish Sector. Mrs Darby to work on a project brief to raise the profile of this matter.

#### 6.4 Fire Safety – Cllr Stuart Berlyn proposed and Cllr Michael Talbot seconded, the proposal to adopt the policy. This was carried unanimously.

#### 6.5 Health and Safety – Cllr Stuart Berlyn proposed and Cllr Michael Talbot seconded, the proposal to adopt the policy. This was carried unanimously.

6.6 Police, Fire and Crime Conference – 20<sup>th</sup> November 2018 - noted

## 7. National Matters

7.1 NALC Report – Cllr Peter Davey spoke about his report that had been circulated.

Questions – LCTS Funding needs to be addressed, Government to be lobbied for support to come directly to parish sector.

Last opportunity to complete the consultation on illegal encampment and members were reminded that the date closes today for completion. It is important that the EALC supports the Government to change illegal encroachment to a criminal offence.

## 8. Essex Matters

8.1 Essex County Council – Welcome to Cllr Mark Durham attending this meeting on behalf of Cllr Lissimore, Essex County Council.

Cllr Mark Durham gave a synopsis of his profile explaining that he was currently twin hatted, Leader of Maldon District Council and a Deputy Cabinet Member for the ECC. Cllr Durham sits on the National District Council Network and has been a Parish Councillor for just under 25 years and also has served as the Parish Council Chairman.

The following matters were raised

- 94% Schools good or outstanding in Essex
- Waste 32 kilos per household now collected
- Fortnightly waste collections has improved the levels of recycling in Maldon
- 400 miles of road maintenance and 5000 potholes filled/repared
- ECC underspent 5 million last year, and will release an extra 2.5 million for potholes this year
- Cllr Kevin Bentley – now holds the Highways portfolio
- Local highways Panels – 2.5 million for match funding
- The length of time that it takes for highways projects to come to fruition is frustrating; this is going to be looked at so that we work differently to improve the time lag
- An extra 1 million to devolve local works to a local level, as of yet no details are available
- £200 K to clean up around the highways and verges
- Likely to be more bids for Unitary's in the Autumn in England
- Changes to Local Government are inevitable in the future
- Social Care – this is in the ECC remit and this feeds down to the parish sector to contribute to health and wellbeing
- Housing is very important

Cllr Peter Davey raised the issue of the composition of the Highways Panel, and the inclusion of Parish Councillors and voting rights, also that all panels work uniformly. It was agreed that a letter would be sent to Cllr Kevin Bentley on the issue of Parish representation on Local Highway Panels

Kirsty O'Callaghan reported the following

- CIF changes to the judging panels, and criteria. Faith Groups will now be able to apply, more citizens on the panel, fund to be launched in the near future.
- Paul Ashworth to lead on CIF.
- Kirsty O'Callaghan to send EALC briefing on the CIF fund, launch and changes to be distributed to the parish sector.

Health and Wellbeing Board, has identified with social isolation and loneliness.

We need to work collaboratively and have many different partners.

- How can we identify the people?
- How can we make an offer to assist? Possibly handed over to Community Agents/ others. Building capacity to support people in what they need.
- Create a social movement that identifies and makes small acts of kindness.
- Mental Health and Wellbeing (Grant been provided by ECC).

There is a social isolation forum, which the parish sector is welcome to attend.

### 8.3 Vice Chairman Reports - Noted

#### **Meetings Attended for the EALC since March 2018**

- MP Lobby day London with Cllr Peter Davey
- ERP Meeting - Chatham Green
- Rural Crime Forum - Steeple Southminster
- Meeting with Cllr Finch - Chelmsford
- ECC Chairman's Civil Service - Chelmsford

#### **Relevant Non EALC Appointments not expensed by the EALC**

- Police Fire & Crime Panel - Chelmsford
- LGA Association of Police and Crime Panel Inaugural Meeting - London (see below)
- Meeting with Cllr Finch on my Chairman's appointment for the LGA - Chelmsford

### 8.4 Chief Executive Report (Mrs Joy Darby) Noted

### 8.5 Assistant CEO (Linda Golding) Noted

- 8.6 County Training Officer Report (Pearl Willcox) Noted
- 8.7 Local Service Fund Update (Mrs Gambardella) Noted
- 8.8 Local Council Awards Update (Amanda Brown) Noted
- 8.9 Office and Training Co-Ordinator (Rebecca Sheppard) Noted
- 8.10 Office and Training Administrator (Kerry Wood) Noted
- 8.11 Essex Rural Partnership – Monthly Bulletins 65 and 66 Noted
- 8.12 Superfast Essex Update Noted

**9. Feedback and Next Agenda**

- Canvey Island is concerned that the chalets are not included in the Housing numbers – LGA will lobby Government.
- Library boxes – Cllr Mandy Cohen.
- Essex Crowd Funding, good idea for Councils to link through to this funding.
- Local Plans – When a commercial property becomes a house, they do not count in the housing numbers.
- Further reduction of Permitted Development Rights. In the future loft extensions will not require planning permission.
- Fixed Penalty Notices.
- 221 Affiliation Fees now received.

**10. Date of Next Meetings**

19<sup>th</sup> July 2018 at the EALC Offices in Great Dunmow.

**12. Meeting Closure**

**The meeting was closed at 12.35 pm**

**Date ..... Signature .....**