

# Essex Association of Local Councils



2/2A Twyford Court  
High Street, Great Dunmow, Essex CM6 1AE

## THE 68<sup>TH</sup> ANNUAL GENERAL MEETING

Minutes of the Meeting held on Thursday 26<sup>th</sup> September 2013 at  
Foakes Hall, Great Dunmow, Essex  
The meeting commenced at 7pm

### Present Executive Members and Officers of the Association Present

The President	Mr Chris Manning-Press	Vice President	Margaret Grimster
Chairman	Cllr Sheila Jackman MBE Ongar	Vice Chairman	Cllr John Buchanan Billericay
Treasurer	Cllr McPherson-Davis Ramsden Crays	Vice-Chairman	John Gili-Ross East Bergholt
Cllr Stuart Berlyn	Maldon - Danbury	Cllr David Stevenson	Galleywood PC
Cllr Michael Talbot	Tendring – St Osyth	Cllr Helen Edwards	Braintree - Feering
Cllr Tony Haywood	Braintree – Gt Bardfield	Cllr Brian Hazlewood	Rochford - Hockley
Cllr Mrs Tilly Pink	Maldon – Wickham Bishops	Clr Keith Miles	LLCF - Sth Woodham Ferrers
Cllr Brian Ledger	Maldon- Asheldon & Dengie	Jennie Pettitt	Tendring/Alresford
Cllr Mel Sullivan	Hatfield Heath		

**Note: There were 41 delegates representing member Councils present. The quorum required for the meeting was 40. Officers counted and checked 41 delegates prior to the start of the meeting.**

<b>Essex Association of Local Councils Staff Present</b>			
Joy Darby	Chief Executive Officer	Linda Golding	Committee Officer
Pearl Willcox	Training Support Assistant	Marisa Baltrock	Training Officer

**In the Chair: The President, Chris Manning-Press**

**President's Welcome**

The President welcomed everyone to the meeting and confirmed that the number required for the Quorum had been reached.

**Apologies** (Appendix 2)

**Election of the President**

Executive Member Cllr Tony Hayward proposed the re-election of Chris Manning-Press as President for the next 4 years

Cllr Tilly Pink seconded the proposal

Chris Manning-Press was duly elected as President and he thanked those present for re-electing him.

**Election of Vice-Presidents**

The EALC proposed for the term of 4 years the following to be elected as Vice Presidents

**Dominic Petre**

Proposed by Cllr Keith Miles and Seconded by Cllr Sheila Jackman

**Margaret Grimster**

Proposed by Cllr Sheila Jackman and Seconded by Cllr Tony Hayward

**Canon John Brown**

Proposed by Cllr Brian Hazlewood and Seconded by Cllr Tony Hayward

**Cllr Peter Martin** who comparatively recently had retired as Leader of Essex County Council had agreed to become a Vice-President

Proposed by Cllr Tilly Pink and Seconded by Cllr Sheila Jackman

**EALC Annual Report 2012/13 presented by the Chairman, Cllr Sheila Jackman.**

Cllr Jackman told the meeting the Annual Report was briefer than in past years but was still very informative. It gave her great pleasure to present it to the meeting as it was very readable and gave a good summary of the year's achievements.

The EALC had finally moved to its new offices at 42B High Street in Great Dunmow. The new offices had been opened on the 13<sup>th</sup> September by The Rt Hon Eric Pickles and Kay Twitchen Chairman of Essex County Council. In conclusion she thanked the staff for their tireless work and recommended the acceptance of the Annual Report.

**Question from Ongar Town Council** about the representatives on the Executive Committee and the CEO agreed to update the Vice President and Executive Booklet which gave background information about them all. This would be available to all members on the website.

The Adoption of the Annual Report was Proposed by Cllr Michael Talbot and Seconded by Cllr Keith Miles.

### **The Essex Association of Local Councils Audited Accounts 2013/14**

Cllr David McPherson-Davis presented the Financial Report and Audited Accounts to the Meeting. He briefly went over items on the balance sheet which he thought would be of particular interest to those present

- Small difference in profit and loss from last year
- Reserve over £100,000
- There to safeguard our future
- The cost of moving to larger premises will mean higher costs for coming year
- £10,000 additional expenditure on new offices
- Thanks to Essex County Council for grants received during 2012/13

There were no questions to the Treasurer but Cllr Donald Fraser from Leigh on Sea Town Council stated the accounts had been impressive and informative and said the RFO should be thanked for her efforts in producing these.

Cllr David MacPherson-Davis asked for approval for the Adoption of the Accounts

Proposed by Cllr Tilly Pink  
Seconded by Cllr Helen Edwards

A vote was held and the motion was carried unanimously.

### **The Essex Association of Local Councils Affiliation Fees for the Year 2014/15**

In response to the recommendation from the Finance Committee Cllr David McPherson-Davis asked the membership to approve a 0% increase in subscription fees for the year commencing 1st April 2014

There were no questions to the Treasurer

Proposed by Cllr Tilly Pink  
Seconded by Cllr Michael Talbot

The President called for the motion to be put to the vote and he motion was carried unanimously.

### **Appointment of Auditor Mr Maurice Howard**

Mr Howard was unable to be present but had agreed for his name to be put forward.

Proposed by Cllr Michael Talbot  
Seconded by Cllr Brian Hazlewood

The motion was carried and Mr Howard was duly appointed.

### **EALC Proposed New Constitution**

The Treasurer, Cllr MacPherson-Davis asked the membership to consider the adoption of the new proposed Constitution which had been drawn up by Holmes & Hills Solicitors. This had been done in conjunction with the need to create a limited company which had been named EA(2013) Ltd which had to be built into the Constitution. It also gave an unincorporated association with full financial liability in protecting the Executive Committee.

Cllr John Buchanan from Billericay Town Council thanked Cllr MaPherson-Davis and Cllr Davey for the work they had carried out in connection with the Constitution and confirmed that this had been produced with legal advice.

Proposed adoption of new Constitution by Cllr MacPherson-Davis  
Seconded by Cllr Brian Hazlewood

The President put the motion to a vote which was carried unanimously with no abstentions. The Constitution was duly adopted.

### **Annual Address to the Membership by the Chief Executive of the Essex Association of Local Councils – Mrs Joy Darby BA (Hons)**

Joy told the meeting 2012 – 2013 had been mixed with both good news and challenging times for the EALC. The new offices gave us the opportunity to raise our standards and develop our services. Thanks go to Cllr McPherson-Davis (Treasurer) and Cllr Davey (Executive Member) who spent time making sure the lease we signed was the best possible agreement for the future. Moving to the new premises has only been possible due to the hard work of Cllr Mick Page, Executive Member representing ECC, and the support of Essex County Council, with Leader (Cllr Finch) and Cllr Jowers taking a great interest in the work of the EALC. As you can imagine the move was very hard work for all the staff, for several husbands and sons.

During the year it had not been easy trying to balance training, moving and all the services provided on a daily basis, with some serious staff illness. Both before Christmas and following Easter we had been a staff member short and with a small team the loss of substantial numbers of hours is hard to cover.

- We welcome a new member of staff Kerry Rolf to our team who started as an Office Assistant and has just been promoted to Publications Administrator
- We have said goodbye to Alison East after 11 years as County Training Officer. Alison had been seriously ill and during this time she decided she needed to clear the decks so she could concentrate on her recovery

- We are also saying goodbye to Gillian Skinner Finance Officer, who has been with us for just over four years, during which time she had transformed our systems and leaves us in very good order. Gillian is moving onto greater challenges
- With the changing of staff Marisa is stepping up to become the Training Officer
- Pearl Willcox will be continuing to support training, and taking a more clerical role being responsible for course bookings as well as course preparation.
- Linda Golding has been developing her role over the last couple of years and has transformed the Larger Local Councils Forum into a well attended meeting which has been able to attract some excellent speakers. With the developing role Linda has officially been recognized as my PA and will add this to her job title.

The EALC Team may be small but is very effective; you cannot imagine how much work they have undertaken to support the structure during these challenging times.

The Finance Committee asked me to take £10,000 of the EALC expenditure budget for this coming year and that the reduction should be sustainable for future years. To enable us to meet this target we are doing the following

#### Changes to Courses

- Less colour photo copies the use of grayscale where possible
- Less additional information in delegate packs such as publications lists, Speaker profiles etc. These will be available at the course for people if required
- No delegate badges in future, these take time and cost funds

#### Communications

- More communications by email, saving printing and postal charges
- No hard copy monthly mailings, the e bulletins to be developed. Councillors will also be able to register to get the e bulletin direct. Councils wishing to have hard copies will be able to receive information, however we might make a small charge for it.
- Annual Report revamped now costing 12 p per copy instead of 72 p per copy
- Quarterly news letter in the same format as the Annual report this year

Cllr Mrs Jackman the current Chairman works incredibly hard so a special vote of thanks go to her and her 2 Vice Chairman and also the Executive Committee. Cllr Buchanan is also working hard at a National level to make sure the voice of Essex is heard.

I would like to thank my staff who have, as always, given 100% and to you the membership on behalf of the County Team, and I would like to say that we are all honored to serve you

**Motions** – no motions had been received

**The President – Chris Manning-Press – Address and to take any final questions**

The President told the meeting it was a great shame there were so few Councils represented at the meeting from the number in membership. This lack of representation had nearly caused us not to have a quorum for the meeting.

He went on to say how the Association had grown over the years and that he was delighted to be the President. He looked back on the early days of Parish Councils and how he

Parish/Town Council	Name	
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remembered meetings taking place in odd places like railway carriages and Chairman who remained in office for many years!

He spoke of the Making the Links event which had taken place earlier in the afternoon and how he felt the Chief Constable, Stephen Kavangh had spoken from the bottom of his heart, the continued and appreciated support from Essex County Council with Kay Twitchen the ECC Chairman, and Cllr John Jowers, Cabinet Member for Libraries, Communities and Planning at Essex County attending, and the amusing presentation from the Town Clerk at Saffron Walden, all of which had made the event successful.

There were no questions from the membership.

**The 69<sup>th</sup> Annual General Meeting of the Essex Association of Local Councils will be held on the 30<sup>th</sup> September 2014 at Foakes Hall, Great Dunmow**

**The Meeting was closed by the President at 7.50 pm**

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

**ATTENDANCE APPENDIX 1**

**EXCLUDING EXECUTIVE MEMBERS LISTED ON THE FRONT PAGE**

Alresford	Ernie Osborne	Cllr
Ashingdon	Kelly Holland	Clerk
Billericay	Peter Bowditch	Cllr
Billericay	Marion Wilson	Cllr
Buckhurst Hill	Aniket Patel	Cllr
Canewdon	Kelly Holland	Clerk
Chigwell	Kay Canning	Clerk
Danbury	Margaret Saunders	Clerk
East Donyland	Myrna Liles	
East Donyland	E. Nelson-Hayes	
Epping	Barbara Scruton	Cllr
Gt Baddow	Ann Wood	Clerk
Gt Dunmow	Charlotte Brine	
Gt Maplestead	Peter Schwier	Cllr
Lawford	Alan Colley	Cllr
Leigh-on-Sea	Donald Fraser	Cllr
Leigh-on-Sea	Paul Beckerson	Clerk
Maldon	Sharon Riesebeck	Cllr
Moreton & Bobbingworth	Adriana Jones	Clerk
Noak Bridge	Karen Hawkes	Clerk
North Weald	C Hawkins	Cllr
North Weald	Brian Bartrum	Cllr
Ongar	Diane Roberts	Cllr
Ongar	Brian Surtes	Cllr
Shalford	Colin Golding	Cllr
Stanford Rivers	Sue de Luca	Clerk
Sturmer	David Porth	Cllr
Witham	P Horner	Cllr
	Lynda Richardson	

23 parish councils

## Appendix 2

**Apologies were received from the following:-**

Executive	Peter Davey
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Executive	Karen Plumridge
Executive	Cllr Roy Martin
Ramsden Bellhouse PC	Clerk & Councillors
Loughton TC	Enid Walsh
Ongar TC	Aimi Middlehurst
Ongar TC	Diana Roberts
Executive	Hamish McIlwrick
Executive	Cllr John Wren
Executive	Alan Acott
Broomfield Parish Council	Clerk and Councillors
Vice-President Designate	Peter Martin
Executive	Kathryn Richmond
East Hanningfield Parish Council	Clerk and Councillors
Epping Forest District Council	Glen Chip
Tillingham	Sheila Welham
Waltham Abbey	Kathryn Richmond
Leigh on Sea	Cllr Carole Mulroney
Tendring	Neil Stock
Braintree District Council	Sue Wilson
Braintree District Council	Graham Butland
Thaxted PC	Cllr Ray Williams
EALC Auditor	Maurice Howard
EALC Staff	Kerry Rolf