



**Essex Association of Local Councils
Minutes of the Executive Meeting
Held on 22nd November 2018 at 10am
42B High Street Great Dunmow CM6 1AH**

Name	District	Name	District
Cllr J Devlin	Basildon	Cllr Sue Lissimore	ECC
Cllr D Smith	Braintree	Cllr H Edwards	Braintree
Cllr P Davey	Brentwood	Cllr Richard North	Brentwood
Cllr A Acott	Castlepoint	Cllr J Anderson	Maldon
Cllr S Berlyn	Chelmsford	Cllr M Talbot	Tendring
Cllr J Gili-Ross	Colchester	Cllr A Townsend	Uttlesford
Cllr S Jackman	Epping Forest	Cllr L Belgrove	Tendring
Cllr M Cohen	Rochford	Cllr H McIlwrick	Uttlesford
Helen Symmons	Southend	Cllr Stuart Berlyn	Chelmsford

In the Chair: Cllr Peter Davey

Vice Chairman: Cllr John Gili-Ross
Cllr Sheila Jackman MBE

Also present: Joy Darby CEO
Linda Golding Asst. CEO
Charlene Slade Finance Officer and RFO
Pearl Willcox County Training Officer

1. Election of EALC Positions

1.1 The Election of Chairman.

Contested Election

Cllr Peter Davey and Cllr Peter Davey have been duly nominated and seconded.

Cllr Jim Devlin withdrew his nomination.

Cllr Peter Davey was proposed by Cllr Roy Martin and seconded by Cllr John Gili-Ross

Cllr Peter Davey unanimously elected as Chairman

1.2 The Election of 2 Vice Chairmen.

Contested Election

Cllr John Gili-Ross Proposed by Cllr Roy Martin and seconded by Cllr Peter Brown

Cllr Sheila Jackman Proposed by Cllr Roy Martin and seconded by Cllr Peter Davey

Cllr Roy Martin Proposed by Cllr Peter Brown and seconded by Cllr Linda Belgrove

A written ballot was conducted resulting in the election of Cllr John Gili-Ross and Cllr Sheila Jackman as Vice Chairman.

1.3 The Election of the Treasurer.

Non Contested Election Cllr David McPherson-Davis

Members voted unanimously that Cllr David McPherson-Davis is elected as Treasurer.

1.4 The Election of 5 members to the Finance Committee.

Contested Election

Cllr John Gili-Ross withdrew his nomination for this committee.

Following a written ballot the following persons were elected.

Cllr Linda Belgrove, Cllr Mandy Cohen, Cllr Peter Davey, Cllr Sheila Jackman and Cllr Roy Martin were elected as the Finance Committee membership.

To note: The LLCF Finance Committee Meeting seat, is reserved for a Larger Local Council, the current incumbent is Kathryn Richmond. This will be ratified at a Larger Local Council meeting.

1.5 Personnel Committee.

To Note: The Chairman of the EALC Executive to be announced as Chairman of the Personnel Committee.

To Note: One of the Vice Chairmen of the EALC to have an automatic seat on the Personnel Committee. It was agreed that Cllr Sheila Jackman will be the Vice Chairman sitting on the Personnel Committee.

To Note: The appointment of the Clerk to Great Dunmow Town Council as a member of the EALC Personnel Committee.

Contested Election for 2 seats

Following a written ballot Cllr John Gili-Ross and Cllr Mandy Cohen were elected as Personnel Committee Members

1.6 Essex Rural Partnership Board (ERP).

To Note: The EALC Chairman and the EALC CEO to be appointed as ERP Board Members.

To Note: The EALC Chief Executive Officer is a Member of the Essex Rural Partnership

Cllr Stuart Berlyn withdrew his nomination.

To elect 4 Executive Members to attend the ERP meetings, **Not contested**

Cllr Peter Davey, Cllr John Gili-Ross, Cllr Sheila Jackman and Cllr John Anderson were elected to represent EALC on the ERP.

1.7 Essex Partnership.

This position is reserved for the EALC Chairman.

1.8 NALC Council Member and Deputy.

Non Contested

NALC Council Member Cllr Peter Davey was elected.

NALC Council Member Deputy

Cllr John Gili-Ross was elected.

1.9 Local Government Consultative Committee.

To Note the appointment the following members:

Cllr McPherson-Davis (Basildon), Cllr Don Smith (Braintree), Cllr Richard North (Brentwood), Cllr Alan Acott (Castlepoint), Cllr Alan Walker (Colchester), Cllr Stuart Berlyn (Chelmsford), Cllr Sheila Jackman (Epping), Cllr John Anderson (Maldon), Cllr Roy Martin (Rochford), Mrs

Helen Symmons (Southend), Cllr Linda Belgrove (Tendring) and Cllr Hamish McIlwrick (Uttlesford).

2. Apologies for Absence

Cllr A Walker	Colchester	Cllr P Brown	Chelmsford
Mrs K Richmond	Epping Forest	Cllr Hafiz	Maldon
Cllr R Martin	Rochford	Cllr McPherson-Davis	Basildon
Cllr Jeanette Stilts	LLCF		

3. Minutes

3.1 Minutes of the EALC Executive Meeting held on the 6th September 2018.

Members agreed to accept the minutes as a true record, and the Chairman signed the Minutes.

4. Personnel – Mrs Darby to give an update.

The Chairman told members Mrs Darby had received and accepted the resignation from Mrs Golding and she would be leaving the EALC at the end of March 2019. Cllr Peter Davey took the opportunity of thanking Linda for all the work she has done supporting Joy and the EALC over the past 13 years, in particular the way in which she had resurrected the LLCF over the past few years to the success it is today. Members present showed their appreciation by applauding her.

Mrs Darby advised the meeting the Kerry Wood would be going on maternity leave early in the new year. Her new baby being due at the beginning of April.

(Cllr Sheila Jackman left the meeting, giving her apologies as she was due to be travelling)

Mrs Darby talked members through the proposed new staffing structure. This new structure will give the EALC sustainability for the future post Mrs Golding and later following the retirement of Mrs Darby. The structure allowed for the progression of the Association with both Mrs Willcox and Miss Slade taking on leading roles under Mrs Darby. Some staffing duties are to be reshuffled to accommodate the changes along with a new member of staff being recruited to cover the maternity leave. In the future the EALC will look to employ a Parish Council Advisor and a Chief Executive Officer allowing a new CEO to take a more strategic role. Congratulations were expressed to both Mrs Willcox and Miss Slade who will be developing their roles leading up to 1st April 2019.

5. Finance

5.1 Budget Report

Miss Slade spoke directly to the members to give a full explanation of the budget report in particular the year to date column 3 and Forecast figures.

Income

Note 1: Course income we are expecting to be on budget, 5K increase in forecast due to extra planned courses for health and well being, playground.

Note 2: Publications have sold well; there is a new version of the CAB

Note 3: AGM income has exceeded budget due to the increase in sponsorship and raffle takings.

Note 4: Agency services for the management of the local service fund, YTD includes receipt for the year to Oct 2019. Forecast does not include additional IT charges but includes 3% increase.

Note 4 a: This figure is gross income – prior to the cost of courses.

Note 6: Correction to NALC Fee: plan 2019/20 includes 1.9% increase and 2020/21 is CPI or 3% whichever is less.

Note 8,9,10: We are grateful for the core grant from ECC for training and HR.

Expenditure

Note 13: Payroll costs include Gross salaries, Pension contribution. Employer's NI/pension deficit. The Budget figure includes 2% pay increase. However the budget figure was set prior to the NALC scale increases and re – grading of salaries.

Note 13a: Staff travel and expenses, pension's admin and payroll bureau admin cost.

Note 14: Tutors – All tutoring costs including staff tutors to date.

Note 15: Cost of course requirements, including catering etc.

Note 16: Includes general Maintenance costs, the alarm system for the building has been upgraded. Contact has been made in advance with the landlord, and for budgeting purposes a provision of 5% increase from September 2019 is included in the plan year. We are advised this will be the maximum increase.

The cost of the rent is paid via EA (2013) Ltd company account and is supported by way of a grant from ECC.

Note 17: Office costs include purchase of safe for GDPR compliance.

Note 18: includes purchase of CAB which are sold out.

Note 19: Governance costs are low at this time of year; majority of the budget is used during the end of the financial year. Auditor fees have not increased this year.

Note 20: Provision for bank charges

Note 21: No anticipated bad debt, due to improved credit control.

Note 22: Provision for donations to charity includes a cheque for transparency which was paid out after the fund closed.

5.2 Statement of Reserves (Appendix 3) were noted

5.3 Bank Balances (Appendix 4) Comparison column with last year at the same date in time. Noted.

Questions: No questions were raised.

6. Affiliation fees Report 2019/20

Auditor has agreed next year's affiliation figures; all electorate numbers have been checked and agreed. Invoice preparation can now take place for 1st April 2019.

2018/2019 - Two non-member Councils totalling £620.32

7. New Initiatives and Other Matters for Decision

7.1 Development of Partnerships

Mrs Darby explained that work needed to be carried out on developing partnerships in the County, to enable the Parish Council Sector to work with others, ensuring the needs of the communities have been met.

Essex Playing Fields – defer to next meeting

Health Watch – Mrs Darby now promoting Health Watch throughout the network.

7.2 Health and Wellbeing

- Workshop undertaken
- Conference themed event planned.
- Health and Wellbeing Board Presentation made on how the Parish Sector can help with Health and Wellbeing.

7.3 County Update Special Edition – Lest We Forget – Essex Communities come together to remember. This had been sent out to all member Councils. It highlighted an amazing show of the communities of Essex coming together.

7.4 Mental Health First Aid Training (Cllr Linda Belgrove reported briefly on the initiative in Alresford). Incredible event 25 people attended. She would give a more detailed report at a future meeting.

Looking to rolling this out with ECC for the Parish Sector.

7.5 Waste and Recycling Briefing – accepted as a good briefing.

7.6 Essex Legal Services – Support for the Sector

The service was debated and it was agreed that the EALC will promote the service and raise the awareness of the service Essex can offer.

Proposed by Cllr Helen Edwards and seconded by Cllr John Gili-Ross

Members unanimously agreed the proposed partnership.

7.7 EALC Runner up in NALC CALC Project of the Year with the Local Service Fund.

This was innovative thinking by Essex County Council headed by Cllr David Finch.

Congratulations to Louise Gambardella and the Chairman John Gili-Ross on the success of the fund.

The CALC Project that won the award was Sussex who had made considerable progress in the area of Health and Wellbeing.

8. National Matters

- 8.1 NALC Report – Cllr Peter Davey – Noted
- 8.2 NALC Policy Committee – letter
- 8.3 NALC/ CALC County Officers feedback

9. Essex Matters

9.1 Essex County Council

The Chairman welcomed Cllr Sue Lissimore.

Cllr Lissimore gave her report on the following subjects:-

- Mental Health Training – thank you for raising this
- Faith Conference
- County Councillor – Top 20 pot holes – make sure that this is promoted
- Library Consultation – being discussed at Cabinet – get as many people to respond as possible
- Library building and Library service are two different issues
- Mobile library service is not part of the consultation, and this may increase in the future.
- Councillors to speak to County Councillors about specific libraries.
- Voluntary libraries – may be feasible
- Petitions are great, but completing the consultation
- EALC to cascade this consultation to Councils, requesting them to send as widely as possible
- CIF – thank you to those involved.
- Criteria has been strengthened- looking at loneliness and health wellbeing
- EALC acknowledges the importance of the CIF, beneficiaries must be thanking the Leader of the Council and ensuring that the successful schemes are promoted and published

9.2 Chairman and Vice Chairman Reports - Noted

Meetings Attended by the Chairman since the last Meeting

11/09/2018	NALC Management Board London + EALC CEO update
19/09/2018	Essex Health and Wellbeing Board ECC
20/09/2018	EALC AGM and Joint Conference with the ECC
25/09/2018	Essex Rural Partnership Strategic Board Meeting

26/09/2018	Safer Essex Meeting at the ECC
10/10/2018	Essex Rural Partnership Full Meeting
14/10/2018	High Sheriff Justice Service Chelmsford Cathedral
25/10/2018	LLCF South Woodham Ferrers
30&31/10/2018	NALC AGM
6/11/2018	Update with the CEO
8/11/2018	Maldon DC Accreditation Tolleshunt D’Arcy
12/11/2018	Police Strategic Launch Chelmsford
14/11/2018	Chaired EALC Personnel Committee
20/11/2018	EALC Police, Fire and Crime Commissioner’s conference
21/11/2018	Essex Health and Wellbeing Board ECC

Vice Chairman Report - Noted

Meetings Attended for the EALC since September 2018

26 September 2018	Meeting with the LGA and the Centre for Public Scrutiny
1st October 2018	ECC Chairman’s farewell presentation for departing Chief Constable
11 October 2018	PFCC Colchester public meeting
17 October 2018	PFCC meeting
18 October 2018	Colchester LHP Meeting
22 October 2018	Meeting with the Home Office & LGA Changes to Police complaints process
24 October 2018	Review of the Policing Plan for Essex
5 November 2018	Review of the Fire & Rescue Plan for Essex
10 & 11 Nov 2018	Police Fire & Crime Panels AGM and Executive Meeting
14 November 2018	EALC Personnel Meeting
15 November 2018	ECC Highways Devolution Meeting
16 November 2018	Colchester’s CIF judging panel

Cllr John Gili-Ross explained that the Highways Devolution Meeting was a good meeting, although some may not have been so enthusiastic.

9.3 Chief Executive Report (Mrs Joy Darby) Noted

9.4 Assistant CEO (Linda Golding) Noted

9.5 County Training Officer Report (Pearl Willcox)

Pearl Willcox reported that everything is going fine.

9.6 Local Service Fund Update (Louise Gambardella) Noted

9.7 Parish Council Development Officer (Amanda Brown) Noted

Legal Update – November 2018 Noted

9.8 Office and Training Co-Ordinator (Rebecca Sheppard) Noted

9.9 Office and Training Administrator (Kerry Wood) Noted

9.10 Essex Rural Partnership - Noted

September and October edition – noted

Minutes 25th June 2018 – Strategic Board Meeting – noted

Review of Rural and Farming Networks and the links between Defra and local-level rural interests – noted.

Essex Rural Strategy Progress Report – noted

9.11 Essex Rural Crime Forum Minutes – Noted

Essex's Summary Report of the Rural Crime Survey 2018 - Noted

9.12 Local Council Awards Panel – Report Amanda Brown – Noted

9.13 Essex Partners – Noted

10. Feedback and Next Agenda

- Publication to Local Highways Panel – each district will have a process of electing the member council
- AGM motion on next NALC Policy Agenda
- Street Lights in un-adopted roads – Cllr Lissimore suggested that the District be contacted

11. Date of Next Meeting

17th January 2019 at the EALC Offices in Great Dunmow

12. Meeting Dates 2019

17 th	January	2019	(Thursday)
19 th	March	2019	(Tuesday) * Date change
16 th	May	2019	(Thursday)
18 th	July	2019	(Thursday)
5 th	September	2019	(Thursday)
21 st	November	2019	(Thursday)

EALC AGM and Annual Conference

19th September 2019

13. Meeting Closure

The meeting was closed at 12.10

Signature **Date**