



**Essex Association of Local Councils
Minutes Executive Meeting
5th September 2019
42B High Street Great Dunmow CM6 1AH**

Present:

Cllr D McPherson-Davis	Basildon	Cllr P Davey	Brentwood
Cllr Richard North	Brentwood	Cllr A Acott	Castlepoint
Cllr S Berlyn	Chelmsford	Cllr M Hessing	Chelmsford
Cllr A Walker	Colchester	Cllr S Jackman	Epping Forest
Cllr M Cohen	Rochford	Cllr R Martin	Rochford
Cllr A Hafiz	Maldon	Cllr J Anderson	Maldon
Cllr L Belgrove	Tendring	Cllr M Talbot	Tendring
Mrs H Symmons	Southend		

Also Present:

Joy Darby Chief Executive Officer
Charlene Slade Executive RFO & Buildings Manager
Rebecca Sheppard Office & Training Coordinator

In the Chair: Cllr Peter Davey
Vice Chairman: Cllr Sheila Jackman

Treasurer: Cllr David McPherson-Davis

Other Staff presenting on items Danielle Frost (Item 8.2)

Chairman's Welcome

The Chairman welcomed all members present and thanked those present for attending on a difficult day on the roads.

The Chairman attended the following events or meetings

19th July 2019 ECC Chairman's Annual Reception
24th July 2019 TDALC Annual Meeting

Cllr P Davey congratulated Cllr L Belgrove on becoming Vice Chairman of the TDALC.

25th July 2019 Chelmsford Association Annual Meeting
29th July 2019 Mental Health EALC
2nd August 2019 Chaired EALC Personnel Meeting
13th August 2019 Meeting with David Finch Leader of ECC with John Gili-Ross
3rd September 2019 Chaired NALC Finance and Scrutiny Committee
5th September 2019 EALC Finance Meeting
5th September 2019 Chairing EALC Executive Meeting

Question: Can the EALC be a critical eye with respect of ECC. The risk being that we are tied because of the funding (Cllr Belgrove).

Cllr Davey responded that we must be professional and Mrs Darby stated that we must keep politics out of the meetings. Mrs Darby did not think that it was difficult to raise any matter with ECC; to exclude them would be disrespectful. Cllr Alan Walker agreed that it would be difficult to exclude ECC representation, as long as we are transparent.

2. Apologies for Absence

Cllr J Devlin	Basildon	Ms K O'Callaghan	ECC
Cllr D Smith	Braintree	Cllr A Townsend	Uttlesford
Cllr J Gili-Ross	Colchester	Mrs K Richmond	Epping Forest
Cllr S Baker	ECC	Cllr S Meyer	Uttlesford
Cllr J Stilts	LLCF		

3. Minutes

3.1 Minutes of the EALC Executive Meeting held on 18th July 2019 (MIB).

The following amendments were made to the minutes.

6.6 Appointment of Executive Members for the Health & Wellbeing Board.

Cllr Mandy Cohen was removed and Cllr Mandy Hessing was inserted.

Amendment 6.6 was agreed and signed. Proposed by Cllr M Talbot and seconded by Cllr R Martin

7.2 the whole sentence starting with Leigh on Sea TC reported and ending with profile of the Council was removed.

Amendment 7.2 was agreed and signed. Proposed by Cllr M Talbot and seconded by Cllr R Martin.

All those present who attended the meeting, agreed that the minutes were correct.

4. Personnel – verbal update by CEO & Chairman

Mrs Darby explained that she would announce her retirement from the EALC to the members at the AGM in September.

Cllr P Davey commented on the great work Mrs Darby has done throughout her time as CEO and all the partnership working that went with it. Cllr P Davey described Mrs Darby as the glue that holds them altogether and that she had always risen to challenges. Cllr P Davey thanked Joy and noted that she will be missed. Cllr S Berlyn wished Mrs Darby a long and healthy retirement and noted she will be missed. All members agreed.

Cllr P Davey confirmed that VineHR had been contacted to support the recruitment process of a new CEO for the EALC. A job advert and specification had been completed and will be published the day after the AGM in September.

Cllr P Davey acknowledged the additional work Mrs Sheppard had recently done in covering staff absences throughout the past couple of months.

Mrs Darby asked the members to keep her notice of resignation quiet & confidential until she announced it to the members at the AGM as she would like them to hear that she will retire in March directly from her.

It was agreed that if an Executive Member was to apply for the new position, they would relinquish their seat on the Executive Committee.

5. Finance

A revised budget report was tabled at the meeting.

Cllr D McPherson-Davis presented on the financial papers and confirmed that the Personnel Committee agreed that there will be a 1-month hand over from the existing CEO to the new CEO.

It was announced that one member of staff hours had been increased to full time so therefore the apprentice role has been taken out of the equation for the moment.

The forecast is to keep the finance calculations the same for the new CEO and staff members.

Miss Slade noted that Payroll line 15 shows staff extra hours due to staff holidays and absences, line 15a was increased to £2,000 to include advertising and the recruitment process for the new CEO and that the Plan year 2021/2022 includes a 3% increase.

Cllr D McPherson-Davis noted that the deficit of £4,000 but was hopeful that training will increase and with the increased funding from Essex County Council, there is an overall break-even situation.

The finance papers were agreed. Proposed by Cllr S Jackman and seconded by Cllr S Berlyn. All members unanimously agreed.

Cllr D McPherson-Davis noted the amount stated in the bank balances and explained that the total included pre payments made by Essex County Council and that the NALC subscription fee will soon be taken out.

Cllr S Berlyn suggested that they include a note on the bottom of the paper to explain the total money being held by EALC on behalf of others. Cllr D McPherson-Davis and Cllr P Davey agreed.

Miss Slade and Mrs Darby gave an update on the Affiliation Fees and announced that all Councils had paid their member fee apart from one. Mrs Darby and Cllr A Walker agreed to speak with the remaining Council to see if they would reconsider becoming a member of the EALC.

6. New Initiatives and Other Matters for Decision (Report from Mrs Darby)

6.1 New Initiatives

Mrs Darby announced that the EALC was looking into future online training with other CALCs and hoped to publicise the first online training course at the end of September as a trial. Mrs Darby confirmed that the EALC would receive 50% of the fee for online training.

Mrs Darby explained the new reporting system in the office where staff track requests which come in by either email, phone or letter. This included the district each Council enquiry was

from, what the enquiry was regarding and how long it took the EALC to respond and action. A summary report will be provided at the next Executive meeting with some preliminary data from the system after the first 3 months.

6.2 Essex Info.net

Mrs Darby gave a verbal update. Mrs Darby confirmed that a request had been published to members to suggest a new initiative for Essex Info.net and for a report to be created for members to be presented at the AGM in September.

6.3 EALC Strategic Action Plan Chapter Leads

Mrs Darby thanked the 3 Executive Members who came forward and nominated themselves to become a chapter lead for the EALC Strategic Plan and noted that within the next 2-3 weeks each chapter lead will receive a pack of information and a form. The form should be completed and returned back to the EALC staff member working with the chapter lead by 1st November so a Strategic Action Plan can be presented at the next Executive Meeting in November.

The following members were appointed as chapter Leads:

Services: Joy Darby with consultation and research with the Executive Committee

Communication and Distribution of Information: Cllr J Gili-Ross and Mrs Sheppard with consultation and research with Mrs H Symmons

Health and Wellbeing and other emerging agendas: Cllr S Berlyn and Danielle Frost with consultation and research with Cllr M Hessing.

Developing Local Councils: Amanda Brown and Pearl Willcox with consultation and research with Mrs H Symmons.

Partnership Working: Mrs Darby and Miss Slade with consultation and research with the Executive Committee.

Governance and Democracy: Miss Slade and Mrs H Symmons with consultation and research with the Executive Committee.

Mrs Darby announced that a new Committee Chair nomination form will be created to include why you should be considered for Chair of the committee. This nomination form will be presented to the Annual Executive Committee Meeting in November.

Cllr S Jackman declared that she will not be standing as Vice-Chair again this year. Mrs Darby announced that it would be nice if Cllr S Jackman was elected as a Vice-President at the AGM in September. All members agreed and gave a round of applause.

7. National Matters

Cllr P Davey presented his report to the EALC Executive. The report included the following:

7.1 Cllr Peter Davey NALC Report

Cllr P Davey announced that Princess Ann would be attending the NALC Conference in October.

- 7.2 293rd National Assembly Draft Minutes - Noted
- 7.3 NALC National Assembly Election Workshop - Noted
- 7.4 NALC Audit Work - Noted
- 7.5 Comparison of Support to ALCs - Noted

8. Essex Matters

8.1 Essex County Council Report

Apologies noted.

8.2 EALC Health and Wellbeing – Danielle Frost Report

Danielle Frost presented her report.

The new Health and Wellbeing Board is just being finalised as due to a high demand of proposed board members a meeting will need to be arranged to decide the number of board members required.

The Mental Health First Aid took off with a good start but has calmed down recently due to Councils being in their precept period.

J9 training is still to be organised but there are 9 Councils already confirmed as interested in completing the training.

Danielle also confirmed that a new dialog was being created with other organisations so EALC is able to distribute more information to our members and new briefings are being discussed.

A new special edition County Update has been created to be published at the AGM in September which includes all works Councils are currently doing to promote health and wellbeing in Essex.

Cllr P Davey thanked Danielle for the work she is doing for the EALC and with Health & Wellbeing.

Mrs Darby and Danielle Frost announced the new initiative being supported by Essex County Council 'United in Kind' where the County Council has asked people to promote random acts of kindness.

Cllr A Hafiz left the meeting.

8.3 Essex Health and Wellbeing Board Minutes

Noted

Cllr P Davey attends the meeting, with Danielle Frost attending as an observer.

8.4 Vice Chairman Reports on work undertaken on behalf of the EALC

Cllr Mrs Sheila Jackman: Feedback – Noted

Cllr S Jackman has been working with the Chairman, Personnel Committee and CEO on the impending retirement and judging the competition awards for the AGM.

Cllr S Jackman thanked Mrs Darby for everything she has done.

Cllr John Gili-Ross Report

Cllr P Davey presented the report on Cllr J Gili-Ross behalf.

- Buckingham Palace Award - Check and confirm applications completed correctly and confirm the winner.
- Attendance at ECC Chairman's Reception
- Attend a meeting with Cllr Finch and Peter Davey in County Hall
- Brief Cllr Jowers (EALC President and ECC Chairman) on current EALC matters.
- Attend Mental Health Awareness Training Course - Gt Dunmow

8.5 Chief Executive Report

Mrs J Darby apologised as there was no report due to her absence.

8.6 Executive County Training Officer Report – Report noted

Mrs J Darby gave a verbal update.

New Tutor Networking event – EALC is looking for new tutors and new courses.

Mrs Sheppard has created a 2020 training calendar which is to be presented to members at the AGM in September. This includes a trial evening CiLCA course, a Saturday CiLCA course and a new Internal Auditors course.

8.7 CIF and Microgrant Update – Report Noted

Cllr P Davey gave a verbal update on the figures for the CIF and Micro-Grants.

143 CIF applications had been received, comprising of 26 Parish Council applications, 17 Village Hall applications and 100 other applications.

105 Micro-Grant applications had been viewed, comprising of 21 Parish Council applications and 84 other organisation applications.

8.8 Parish Council Development Officer – Report Noted

8.9 Legal Updates - Noted

8.10 Office and Training Co-Ordinator – Report Noted

9. Essex Rural Partnership

9.1 Essex Rural Partnership – Monthly Bulletin - Noted

10. Police, Fire & Crime Commissioner

10.1 Rural Crime Forum Minutes - Noted.

Mrs Darby confirmed that the Police Conference is booked for 19th November at Foakes Hall in Great Dunmow.

11. Essex Police

11.1 Rural Crime Strategic Change Directorate

11.2 Faraday Signal Blocking

11.3 GTRET Performance Update

All above noted

12. Feedback and Next Agenda

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

Cllr S Berlyn asked if the EALC could promote, through Health & Wellbeing, the winter flu jab which are now available through GPs and Pharmacy.

Cllr A Acott mentioned that the Council have been receiving complaints due to long vehicle parking and the police were not interested and asked if anyone else had been experiencing this. Cllr M Hessing agreed and confirmed that this has also been happening in her area and she suggested to use social media as a platform to publish illegal parking.

Cllr L Belgrove mentioned the Local Association Online Next-Door Scheme. She confirmed that Alresford Parish Council had not recommended this app. Cllr L Belgrove also confirmed that the new Alresford Neighbourhood Plan was being distributed to residents for final

consultation before being published. It was noted that Alresford were the first Council in Tendring to have a Neighbourhood Plan.

Cllr L Belgrove also brought to members attention that people at night are wearing high viz jackets and walking around and trying to break into properties by windows, doors and stealing cars

Cllr S Berlyn and Cllr M Hessing left the meeting.

13. Date of Next Meeting – Annual Executive Meeting

Members to complete form when provided by office in September.

21st November 2019 at the EALC Offices in Great Dunmow, commencing at 10.30 am.

14. Meeting Dates 2019

EALC AGM and Annual Conference

19th September 2019

15. Matters for future agenda items

16. Meeting Closure

Cllr P Davey closed the meeting at 12:58pm

Date Signature