



Essex Association of Local Councils

MINUTES

**EALC Executive Meeting Agenda Thursday 13th May 2021 at 9:30 am
A virtual meeting via Zoom**

13th May 2021

Members Present:

Cllr J Devlin	Basildon		
Cllr S Gill	Uttlesford	Cllr A Townsend	Uttlesford
Cllr P Davey	Brentwood	Cllr R North	Brentwood
Cllr S Berlyn	Chelmsford	Cllr Mandy Hessing	Chelmsford
Cllr J Gili-Ross	Colchester		
Cllr S Jackman	Epping Forest	Cllr M Cohen	Rochford
Cllr J Stilts	Maldon	Cllr Wendy Stamp	
Cllr Alan Acott	Castle Point	Cllr M Talbot	Tendring

Also, Present:

Charlene Slade	Chief Executive Officer
Pearl Willcox	Executive County Training Officer
Jane Gardener	Deputy Police Fire and Crime Commissioner
Cllr Louise McKinlay	ECC
Jane Moore	NALC
Sonia Church	Highways Liaison Officer

09:30 am Presentation from Sonia Church Highways Liaison Officer.

Agenda

1. Chairman's Welcome

The Chairman opened the Executive meeting giving thanks and appreciation to Cllr Roy Martin.

The meeting is being recorded for the purpose of the minutes.

Congratulations go to Cllr Wendy Stamp for the achievement for becoming the first Independent ECC Cabinet Member.

The Chairman attended the following virtual meetings.

22-03-2021	NALC meeting with the Vice-Chair Finance and the CEO
31- 03-2021	Meeting with the EALC CEO (in person 42B High Street, Dunmow)
6-04-2021	NALC Management Board
13-04-2021	NALC National Assembly
21-04-2021	Meeting with Vine HR
23-04-2021	Chaired EA (2013) Ltd Board Meeting with our Landlord at Grt. Dunmow
27-04-2021	ERP Full Meeting
27-04-2021	Climate Commission Meeting
28-04-2021	Chaired the EALC Youth Engagement Conference
29-04-2021	Chaired the Wickford Shadow Town Council Meeting
6-05-2021	Chaired the EALC Personnel Meeting
6-05-2021	EALC Finance Meeting
13-05-2021	Chairing the EALC Executive

2. Highways Liaison Officer Sonia Church – (Presentation to the Executive)

A Brief Introduction to Local Highways Panels.

A presentation given by Sonia Church, a very informative presentation given with a question and answer session. Sonia has kindly agreed to cascade out to the membership and give further presentations to each District Association to give a better clearer understanding of each district regarding Highways. Sonia will go through the website with each District.

Braintree Association has reformed and there will be two new representatives joining the EALC Executive shortly.

3. Apologies for Absence

Cllr Abdul Hafiz Maldon
Cllr Roger Mannion Colchester
Cllr David McPherson-Davis Basildon

4. Minutes

4.1 Minutes of the Executive Meeting held on 18th March 2021
Cllr Mandy Cohen suggested an alternative motion 5.02

Page 864 amend formality to state Cllr Stephanie Gill.
Noted.

5. Personnel – The Personnel Committee update.

5.1 Update from the CEO

CEO gave an update with regards to covid-19 and staff welfare.

6. Finance

6.1 Minutes of the Finance Meeting held 6th May.

The draft minutes are very draft there is insufficient time between the current meeting dates to prepare the full minutes in preparation to send the papers to the next meeting of the Executive there will be a change in the meeting dates for Personnel and Finance.

Update on the frustration to the membership will be sent with regards to the PWLB restructure and timing frames. Send out next week.

6.2 Budget Report at 31st March 2021.

Notes on the report

6.3 Cash Forecast Trading March 2021.

Apologies for not presenting the report due to time restraints.

6.4 EALC Reserves Policy Treasurers Comments.

The reserves need to be updated to cover the full liability on the rent payment.
(Complete 7.07.2021)

6.5 Bank Balances at 31st March 2021.

Noted.

Re circulate the balances at today's date. (complete).

6.6 Latest Cash Position.

Noted.

6.6 Weekly Grant Report latest version.

Noted.

The document reconciles back to the bank balance to date. Show total amount administered so far for the year 20/21

Acknowledgement of the amount of work to the CEO and the team for administering the funding streams and the success for the association.

6.7 Affiliation fees update.

Noted.

6.8 Tender of Auditor for 2021/2022 Year ending 31st March 2022 update on proposed tender process.

Tender presentation required for the Finance Committee on 7th July.

Explanation of findings of the work process and concerns.

Auditor works totally independently from the committee so the scrutiny reports to the full council.

Acknowledged the comments from Stephanie.

6.9 Appointment of a member of the Executive to the Finance Committee – A vote will be held, if necessary, at the meeting, please submit your interest in joining this committee to the CEO prior to the meeting.

No applications received; please could members contact charlene.slade@ealc.gov.uk To put themselves forward as a representative to the Finance Committee.

7. Vice Chairman Report – Cllr John Gili-Ross

Cllr John Gili- Ross: Feedback

Cllr John Gili-Ross gave an update with regards to the reformation of BALC and a meeting with Wickford Shadow Town Council. Acknowledge the appointment of Roger Hirst as the PFCC. All will be resolved the second week in June.

8. Vice Chairman Report – Cllr Wendy Stamp

Cllr Wendy Stamp: Feedback

9. New Initiatives and Other Matters for Decision

9.1 Crouch Harbour Advisory Committee – Nomination for Two Executive Committee representatives to be appointed to the CHAC. Please submit your interest prior to the meeting to the CEO.

The following members put themselves forward to the Crouch Harbour Advisory Committee:

Charlene Slade

Cllr Mandy Cohen

9.2 Vine HR – Review of Services to the membership -report by the CEO on the meeting held with the Chairman and vine HR on 21st April.

A meeting was called with VineHR as there has not been a review since 2014. A meeting was held with the Chairman and a Director of VineHR to understand the services provided are still current.

The service is part funded by ECC and therefore the net cost to the association is £345.00

9.2.1 EALC and VineHR 2014 proposal.

11am Cllr Louise McKinlay and Philip Oldershaw joined the meeting.

Cllr Peter Davey welcomed and congratulated the appointment.

Cllr Louise McKinlay explained the remit of her role and the changes.

Partnership working is crucial to enable the achievements. Cllr McKinlay explained Active Essex is also part of the portfolio.

Cllr Lee Scott will be the portfolio holder to ECC highways.

Sue Davis – Cabinet Assistant to Cllr McKinlay.

Lisa White - Cabinet Assistant to Cllr Kevin Bentley.

9.2.2 VineHR EALC presentation.

Clarity needed; the payment is in membership. Introduction session followed by the assigned associate at a cost to the membership. All referrals are logged and appointed and followed through to the trail of communication weekly to understand the support being given to each referral.

9.3 Counterparty criteria for investments – Treasury Management.

Update as and when we receive the details to ensure due diligence is carried out on the bank accounts where funds are held on behalf of ECC.

9.4 CIF Panel Member to be appointed for 2021/22 to replace ECC Cllr Ann Brown – recommendation from ECC.

This is an ECC appointment and not an EALC appointment. An independent member required also.

9.5 District Association Appointments to the Executive.

In the process of complementing an explanation of the reasons for appointing the member to Executive. Will complement the reference document for the Executive Committee members.

There is a requirement for two members from each district.

9.6 EA (2013) Ltd – lease agreement

Cllr Peter Davey explained the background of the objectives for the creation of the EA (2013) Ltd company for the primary objective to limit the liability from the Executive Committee from the Lease. The limited company EA (2013) Ltd is the tenant of the building. A board meeting was called as there was an a nominally as the landlord is aware and reports to the CEO of the EALC the Association who understands the EALC is the tenant of the building. Acknowledging the association is the tenant but this not reflected in the lease. There is a danger that the sublet tenants give direct reference to the landlord.

Negotiated that the clause is taken out and the covenant remains with the limited company.

Break clause in the lease September 2022. The comfort letter was given on behalf of the ECC leader on behalf of the County Council.

The association generate a huge amount of income from the training. And provide facilities for the staff on the top floor. Yearly cost to the association of £6,500 as the ECC supports the additional costs.

It was agreed that the limited company would not break the lease agreement.

The Ltd company pays the rent to the landlord. The payment from ECC must pay the funds to the association. The association then pays the rent to the Ltd company and EA (2013) Ltd will pay the rent directly to the landlord.

The association will pay the cost of the solicitor's fees for both the landlord and the association at a fixed cost of £4,250.

The chairman explained that if the association does not meet the cost, then the association will have to vacate the building.

Drafting an amendment to the lease with an additional document to cover the details. Existing lease will have to be adjusted to reflect what has been described. There will be a sublease to cover the amendments.

The current lease can be let for a 3-year period this will need to be taken out.

If the current lease stands the executive members would be liable and this is therefore to ensure that the liability remains with the limited company.

Proposal that the association will pay for the cost of the solicitor's fees for both the landlord and the association at a fixed cost of £4,250. To amend the lease to reflect the explanation as above.

Proposal: Cllr S Berlyn

Seconder: Cllr Michael Talbott

All those present agreed.

Action: Account for the cost of £4,250 in the accounts. (Complete budget report May 2021)

11:16 Jane Moore and Jane Gardner joined the meeting.

10. National Matters - NALC

10.1 Update from Jane Moore, Head of Legal at the NALC covering Head of Member services in cover for Charlotte Eisenhart while on maternity leave.

Jane explained she held a day's session on common ground, this is an interesting topic.

Other work: Interested common party to the court hearing, Remote meetings, Overarching civility agenda, project new code of conduct.

Digital citizenship, LGA meeting with Justin Griggs on how NALC can work with them as the guidance is not always relevant. NALC SLCC and County reps comments on guidance to write this to accompany the new code. End of May completion date.

Commitment to staffing resources to have a sector lead resources and how to improve and maintain good standards and good practice. Committee on standards and public life made a series of recommendations. Code of conduct there was nothing on sanctions and there is a recognition of this when they were taken away in 2020 on the localism ACT. There will be further updates to come.

There are a number of different stands in civility.

Elections – a number postponed from last year. A number of new councils created Northampton Town Council is the largest. Make a change campaign and webinars to highlight this work.

Remote meetings; evidence in the case was keeping remote meetings to allow a choice permanently. This enable's Cllrs to stand.

Banking issues fraud prevention and some banking does not work with corporate structures in the sector. Ongoing work.

Toilet's bill is now an 'ACT'. Update on the Queens Speech.

PWLB – At the County Officers fortnightly meeting, MHCLG have taken up issues with regards to the concerns and delays.

CS to link with NALC Policy colleague to share member issues.

Observation at elections, leaflets with councillor's who are not a Cllrs. There seems to be nothing that can be done.

Green spaces and common land maintained. Enquires with regards to registered common land would need more details, first registrations of ownership of the land. There is a NALC Legal Topic Note for common land.

11. Essex Matters

- 11.1 Essex County Council Report – Cllr Susan Barker (or her representative).
- 11.2 Kirsty O’Callaghan Report
- 11.3 EALC Health and Wellbeing – Dashboard Update – Danielle Frost (Appendix 14) Noted.
- 11.4 EALC Climate Change Report to Essex Climate Action Commission (Appendix 15) Noted.

12. Essex Rural Partnership

- 12.1 Update by Nick Shuttleworth, Director RCCE
Apologies received. RCCE up to date.

13. Police, Fire and Crime Commissioner

- 13.1 Update by Jane Gardiner, Deputy PFCC (TBC)

Congratulations to those who have been elected and returned or in other positions. Roger’s intension to be put forward. Roger Hirst, Jane will be subject to a hearing, in the meantime working hard to support the agenda with Roger Hirst. This allows a degree of continuity to continue the importance of the good work with the EALC. PFCC welcome the relationship thanks will go out to the membership.

Public mandate for police presence 500 additional officers in towns 300 more are needed for additional resources.

Welcoming new people. Commend Roger’s manifesto and the strategic prevention. PFCC want to stop crime before it happens. Prevent more than enforce.

New Police and Crime Plan to embrace the manifesto.

Fire and rescue plan will be refreshed.

Elected as a director of the national rural crime network to take this work to a national level.

The next 3 years will be very exciting indeed and the partnership working to continue.

Great importance connection with our communities. Virtual public meetings will come back to a blended approach.

Confirmation hearing on 17th July.

11:46 Jane Moore and Jane Gardener left the meeting

14. Staff Reports

14.1 Chief Executive Report - Charlene Slade (Appendix 16)

Noted.

14.2 Executive County Training Officer Report - Pearl Willcox (Appendix 17)

Noted.

14.2.1 Training Calendar (Appendix 18)

Noted.

14.3 Funding Officer Report - Louise Gambardella (Appendix 19)

Noted.

14.4 Parish Council Development Officer Report - Amanda Brown (Appendix 20)

Noted.

14.5 Sage Administrator Report - Lucy Alston-Nogueira (Appendix 21)

Noted.

14.6 Communications Officer Report - Mr Eli Haines (Appendix 22)

Noted.

15. Feedback and Next Agenda

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

16. Date of Next Virtual Meetings – (Appendix 23)

18th March 2021

13th May 2021

15th July 2021 (AGM Agenda to be issued)

9th September 2021

23rd September 2021 – AGM and Annual Conference

18th November 2021 (Annual Executive Nominations)

Action: to work back the number of the members present and inform Hyland's of the numbers cap at 200.

17. Matters for future agenda items

18. Meeting Closed 12:30pm