



Essex Association of Local Councils

42B High Street, Great Dunmow, Essex CM6 1AH Tel: 01371 879722 Website: www.ealc.gov.uk

MINUTES

Executive Committee

Thursday 13th July 2023 at 42B High Street, Great Dunmow, Essex, CM6 1AH

13th July 2023

Executive Committee Members Present

Cllr David McPherson-Davis	Basildon		Basildon
Cllr Peter Davey	Brentwood	Cllr Richard North	Brentwood
Cllr Paul Lees	Braintree	Cllr Martin Lee	Braintree
	Chelmsford		Chelmsford
Cllr Brian Butcher	Colchester	Cllr John Gili-Ross	Colchester
Cllr Sheila Jackman	Epping Forest		Epping Forest
Cllr Mike Eldred	Local Council Forum Representative		Maldon
	Essex County Council		Maldon

Cllr Sue Martin	Rochford	Cllr Angelina Marriott	Rochford
	Canvey Island		Southend
	Tendring		Tendring
	Uttlesford	Cllr Stephanie Gill	Uttlesford

Officers Present

Charlene Slade, CEO

Stephanie Robinson, Financial Controller

Pearl Willcox, Executive County Training Officer

Minutes

- Welcome from the Chair.** Congratulations to Cllr Mark Platt on the appointment as Deputy to Cllr McKinlay. Cllr Platt will be the representative from Essex County Council on behalf of Cllr McKinlay.

- Apologies for Absence**

Cllr Jim Devlin

Beverley Rumsey

Cllr Abdul Hafiz

Cllr Angelina Marriott

Cllr Alan Townsend

Cllr Mark Platt – ECC representative

- Declarations of interest**

Cllr. Stephanie Gill Declared an interest as a part time tutor for the EALC.

- Minutes**

- 4.1 Minutes of the meeting held on 15th June 2023.

The minutes of the meeting were an accurate record of the meeting.

Proposed by: Cllr. Martin Lee

Seconded by: Cllr. Stephanie Gill

The vote was unanimous.

4.2 Actions report

There needs to be an end date to the action report.

9.3 Devolution was to do with Highways and not appropriate under this section.

5. **New Website Presentation** Comms. and Office Coordinator.

The Comms. and Office Coordinator gave an update and a presentation on the new website explaining each phase of the project.

6. **Personnel – The Personnel Sub-Committee update.**

6.1 The CEO declared an interest in the appointment of a student on work experience.

The CEO gave an update to members following items that were relevant to inform the executive committee.

7 **Finance.**

7.1 Finance Sub-committee minutes 1st June 2023 for noting.

7.2 Draft Finance Sub-committee minutes of 6th July.

Proposal for the approval of the finance minutes of 6th July 2023.

Proposed by: Cllr. Mike Eldred

Seconded by: Cllr. Paul Lees

The vote was carried.

7.3 EALC Business Forward Plan 1 Update.

The CEO gave an update on the work and actions since the last meeting, giving a brief overview of the business plan going forward. A survey will be conducted with the membership, asking for feedback on member services.

The HR courses with WorkNest are expensive, however, there is core funding of 32k to support this initiative. There is a discount on repeated modules of training delivered by WorkNest. Members attending training have asked for the modules to be delivered separately for Cllr's and Clerks, recognizing that Councillors are the employers of the Clerks.

HWB is a separate project that will be progressing in the autumn.

Marketing is a separate project; a working party of the executives will be looking at the marketing and branding of EALC. This will support the initiatives of the EALC moving forward.

7.4 Budget Report June 2023.

The meeting with Active Essex will take place next week to finalize the details of the foodbank fund.

There are other income streams offered by other County association's that EALC could also look to offer such as a payroll service, and audit service. These are separate projects, and they will have to go through a feasibility study before implementation.

7.5 Bank Balances 30th June.

The EALC have sufficient funds that will be transferred to NS&I this is following a finance committee review of all accounts. All funds will be transferred from the Barclays current account into the Unity current account ending in 424. Interest on NS&I is currently 2.75%. The account is not open to new members anymore this is potentially the best return now.

7.6 Affiliation Update.

There are two members out of membership, Mayland and Fordham. Leigh on Sea Town Council are back in membership. The EALC have gained three new member councils, Wickford town Council, Chelmsford Garden Community Council and Chelmer Village Community Council.

7.7 Grant Overview 2023.

The criteria for Microgrants have been reviewed along with changes to the limit of funds awarded per application, the limit is now £1,000 this year. Parish Councils are no longer able to apply for laptops, they must be self-funded. The ECC is sitting on a lot of funding from last year's CIF of £120k.

The ECC wants to have a conversation about how best to use the funding.

Charlotte Britton is looking for a 16K grant to support EALC with the Climate Crisis initiative.

Foodbank funding will run throughout the summer, details to be confirmed.

7.8 ECC Grant projections 2023/24 from Charlotte Britton.

This information will be provided in the Business Forward Plan

7.9 Finance Sub-Committee Vacancy – Nominations – Vote

There were two members nominated to the vacancy one member withdrew due to other work initiatives.

Proposal to appoint Cllr Martin Lee to the Finance Sub-committee.

Proposed by: Cllr. Stephanie Gill

Seconded by: Cllr. Mike Eldred

The vote was carried.

Comfort Break 11:25 to 11:34

8. Chair and Vice-Chair reports to the Executive

8.1 Chair, Cllr Peter Davey: Feedback

Cllr Peter Davey gave an update on the PFCC Conference, and the NALC National Assembly meeting attended.

8.2 Vice Chairman, Cllr John Gili-Ross: Feedback

Cllr John Gili-Ross gave a brief update on exceptional items. 'Olivia's story' and making our roads safer event attended on 10th July. There are going to be changes in legislation for all young drivers to have a black box fitted. Cllr John Gili-Ross encouraged all members to support this initiative. From an Essex perspective, this can then be taken to the NALC for a national initiative. This is in some countries already legislation and in others it is up to the insurance companies.

Action: Cllr John Gili-Ross will include the video and a report for EALC to share.

8.3 Vice Chairman, Cllr Mike Eldred: Feedback

Cllr. Mike Eldred gave an update on Health and Wellbeing and the events attended. The highlight of one of the meetings was that by 2030 65% of jobs have not been invented yet. EALC will hold the first Health and Wellbeing Board meeting in October under the new structure.

9. Essex Matters

9.1 Essex County Council Report, Cllr Mark Platt. Apologies received.

9.2 ECC Initiative updates, no update provided.

9.3 ECC Meeting update

Cllr. Peter Davey gave an update on the meeting he attended on Monday 26th June with Cllr McKinlay, Cllr. Mike Eldred and Charlene Slade with ECC. ECC received a response to the expressions of interest letter, the response indicated level 3 is expected. This will mean a Mayoral role. The Chair asked for as much support as possible for the EALC. Cllr McKinlay gave reassurance that the core grant was a good investment from ECC for all the work that EALC carries out for its members. The rent grant expires in September 2025. There is a core grant of 16k currently to support Health and wellbeing initiatives and there is a promise to agree a simple SLA for the additional 16k for the Climate Crisis initiatives.

10. New Initiatives and other matters for discussion

10.1 Update - AGM & Conferences at Colchester Stadium 21st September 2023.

The CEO gave members an update on the organization of the event, the funding and potential speakers, and exhibitors. Members were encouraged to book their tickets through Eventbrite.

10.2 Order of the Day

The event is fully funded.

There will be an 'Exhibitor Hot Spot' section to show case various sponsors.

Request for the leader of ECC, Cllr Kevin Bentley to attend the AGM.

PFCC marketing of hot topics, photographs, advertising, marketing.

EALC are keen for the leader of ECC to be present, Cllr Bentley has not attended an EALC AGM and Conference in his term. There will be no individual speeches from ECC, but instead a panel discussion. This is an opportunity to sell and market the EALC.

NALC complying with our biodiversity, by Jan 2024. NALC Speaker. Communication special.

10.3 Constitution Amendments for the 2023 AGM.

2.06 The wording of the constitution needs to be changed. The report will be changed and shared with the committee.

Current wording:

2.06 Any Member of the EALC wishing to end its membership of the EALC and NALC must do so by tendering its resignation in writing to the Chief Executive Officer (“CEO”) not later than 31st December in any year and such notice will become effective as from 31st March of the following year. The resigning Member will continue to be liable for full payment of their current subscription up to and including the 31st of March of the following year.

Proposed wording:

2.06 Any Member of the EALC wishing to end its membership of the EALC and NALC must do so by tendering its resignation in writing to the Chief Executive Officer (“CEO”). In any year 3 months’ notice must be given. There will be no refund of any subscription paid. Payment must be received within 28 days of the 1st of April. Failure to pay will be deemed termination of membership.

Proposed Constitution changes to 2.06, Agenda item 10.3

Proposed by: Cllr. Martin Lee

Seconded by: Cllr Paul Lees

The vote was carried.

Terms of reference need to be included in the invoice for affiliation. The invoices will be sent out at the end of March 28 days to pay the end of April. Notify the membership of the % increase.

Proposed by: Cllr. Martin Lee

Seconded by: Cllr. Mike Eldred

Vote is carried.

10.4 NALC - Written update from Jonathan Owen/Justin Griggs.

Update provided by Justin Griggs. Thank you to Justin for providing this update.

10.5 ERP - Written update from Nick Shuttleworth.

Update provided by Nick Shuttleworth. Thank you to Nick Shuttleworth for providing this update.

10.6 PFCC written Update from Jane Gardner.

Email shared.

10.7 Re-election of Presidents and Vice-Presidents

Re-election of the President Cllr John Jowers.

Proposed by: Cllr. Sheila Jackman, MBE.

Seconded by: Cllr. David McPherson-Davis

The vote was carried.

Re-election of Mrs. Anne Brown. Anne used to be the ECC representative and was an active supporter of Parish and Town Councils. Anne stood for re-election the year before last. Anne engaged in the voluntary sector and could be a support to Cllr. Mike Eldred and the Health and Wellbeing initiative. Anne was receptive to being re-elected as Vice-President.

Proposal for Mrs Anne Brown to be re-elected as vice-president.

Proposed by: Cllr. John Gili-Ross

Seconded by: Cllr. Brian Butcher

The vote is carried.

Re-election of Cllr. Sheila Jackman, MBE as Vice-President, Cllr Jackman received an MBE for charity work.

Proposed by: Cllr. Stephanie Gill

Seconded by: Cllr. Martin Lee

The vote was carried.

A list will be shared with the members of each Vice-President.

Action: A photo and profile to be shared with members.

The President and the Vice-Presidents are as follows:

President for EALC

Name	Re appointed	Re-Election Due
Cllr John Jowers	19 th September 2023	2027

Vice Presidents for EALC

Name	Appointed	Re Election Due
Mick Page	24 th September 2023	2027
Anne Brown	19 th September 2023	2027
Cllr Sheila Jackman, MBE	19 th September 2023	2027
Jenny Tolhurst	24 th September 2024	2028

11. District Association Representatives Feedback –

11.1 BHIB Update, no response received.

11.2 Basildon – CEO will attend the annual meeting on 20th July.

11.3 Braintree.

11.4 Brentwood - Local Highways panel. Cllr. Lesley Wagland lost her post in the cabinet.

11.5 Colchester. Congratulations to Cllr. Brian Butcher on his appointment to Chair of the District Association. Cllr. Lee Scott gave an update at the last meeting. Section 106 money has been used for sustainable drainage and infrastructure. The CEO of Colchester has been invited to the next meeting.

11.6 Epping Forest. There has not been a meeting in Epping Forest, the District Council have made various changes to the town and these changes have not worked well. The changes are affecting the residents, the District Council has been challenged. There is no Clerk for the Epping Forest ALC. There is a lack of communication between the District Council and Epping Forest Town Council. If the 'ALC' is not meeting, then the position of Vice-President and Cllr. needs to be confirmed.

11.7 Maldon.

11.8 Rochford. There is an annual meeting coming up. There are changes at the District Council and the Cllrs. There is no longer a cabinet system and there is now a committee system.

11.9 Tendring. The Chair of T'DALC has been confirmed as Cllr Frank Belgrove, he is aware of the two vacant seats on the EALC Executive Committee and at the next meeting of T'DALC there will be an election of these members to come forward.

11.10 Uttlesford. The last meeting unfortunately was not quorate. UDC is inviting all members to their meeting.

Uttlesford 'ALC are reviewing their constitution along with membership fees. Feedback has been provided following the HR training and concerns over conflict of interest with Clerks and Councillors in attendance.

SLCC and EALC give advice to their members. The message from a national SLCC perspective is that they want to work with CALC's and not against them. Civility and Respect is an important topic.

Action: Check the number of members who have signed up for Civility and Respect.

11.11 Chelmsford.

12. Staff Reports

12.1 Chief Executive Report. This report will also be updated and shared with members.

12.2 Executive County Training Officer's report gave an update on the SLCC new clerk process and SLCC mentors.

12.3 Head of Member Enquiries reported on the number of enquiries received. Members acknowledged the amount of work required within this role, which is phenomenal, and appreciate the willingness to continue carrying out CIPD.

13:14 Richard North left the meeting.

12.4 MIB – Members Information Book. Other useful information will be saved to this file.

13. Feedback and Next Agenda

No items put forward for the next agenda.

14. Date of Next Meetings for 2023

6th September 2023 (revised date)

AGM Thursday 21st September 2023

Annual Meeting of the Executive 23rd November 2023

15. Matters for future agenda items

16. Meeting Closed at 13:15pm