



Essex Association of Local Councils

Minutes

**Annual Meeting of the EALC Executive 24th November 2022 at 10 am
In person at 42B High Street, Great Dunmow, Essex, CM6 1AH**

24th November 2022

Executive Members Present

	Basildon		Basildon
Cllr Peter Davey	Brentwood	Cllr Richard North	Brentwood
Cllr Paul Lees	Braintree		Braintree
	Chelmsford		Chelmsford
Cllr Brian Butcher	Colchester	Cllr John Gili-Ross	Colchester
Cllr Sheila Jackman	Epping Forest	Beverley Rumsey	Epping Forest
	Local Council Representative		Maldon
	Essex County Council		Maldon
	Rochford	Cllr Angelina Marriott	Rochford
	Canvey Island		Southend
	Tendring		Tendring
Cllr Alan Townsend	Uttlesford	Cllr Stephanie Gill	Uttlesford

Also present – Chief Executive Officer, Charlene Slade
Executive County Training Officer, Pearl Willcox
Financial Controller, Stephanie Robinson

Agenda

Welcome by the Chief Executive Officer to the annual meeting of the Executive. The nomination process was explained to all members present and members were encouraged to take part in the nomination process. It would be helpful if each member completed the form so that more nominations, proposals and seconders are received. There has generally been a lack of response received from the nomination process. It was noted that the formality is difficult and a new process should be looked at and is to be reviewed next year. The request for CV's and Profile's will be required of each Executive member for the benefit in particular for new Executive Members.

Apologies also need to be moved to the first item of the agenda.

Apologies received from:

Cllr Jim Devlin
Cllr Martin Lee
Cllr Mike Eldred
Cllr Abdul Hafiz
Cllr Sue Martin

Declarations of interest:

Cllr Stephanie Gill declared an interest as Cllr Stephanie Gill is also a tutor for the EALC.

1. Election of Chairman

Cllr John Gili-Ross proposes that Cllr Peter Davey be elected as Chairman of the EALC for the year November 2022 to November 2023. The proposal was seconded by Cllr Paul Lees.

Cllr Peter Davey is duly elected as Chairman as the post was not contested.

2. Election of Vice Chairman.

Seat 1

Cllr Peter Davey proposed Cllr John Gili-Ross be elected as Vice Chairman of the EALC for the year November 2022 to November 2023. The proposal was seconded by Cllr Paul Lees.

Cllr John Gili-Ross is duly elected as Vice Chairman as the post was not contested.

Seat 2

Cllr John Gili-Ross proposed Cllr Mike Eldred be elected as Vice Chairman of the EALC for the year November 2022 to November 2023. The proposal was seconded by Cllr Paul Lees.

Cllr Mike Eldred is duly elected as Vice Chairman as the post was not contested.

3. Election of the Treasurer.

Cllr Paul Lees proposed Cllr Stephanie Gill be elected as Treasurer for the year November 2022 to November 2023. The proposal was seconded by Cllr Peter Davey.

Cllr Stephanie Gill is duly elected as EALC Treasurer as the post was not contested.

Beverley Rumsey Joined the meeting 10:15am

4. Finance Committee

The Chairman of the Finance Committee will be the duly appointed Treasurer Cllr Stephanie Gill. Election to the Finance Committee. The Finance Committee consists of a total of 7 seats including the Treasurer and the Local Council Representative. There are 4 nominations that have been duly proposed and seconded.

The nominations are as follows for the Finance Committee.

Nominated Executive Members	Proposed by	Seconded by
Cllr Paul Lees	Cllr Peter Davey	Cllr John Gili-Ross
Cllr Peter Davey	Cllr John Gili-Ross	Cllr Paul Lees
Cllr Abdul Hafiz	Cllr Peter Davey	Cllr John Gili- Ross
Cllr Jim Devlin	Cllr Peter Davey	Cllr Paul Lees

The above-named persons are duly elected to the Finance Sub-Committee as the posts were not contested.

- Please note there is one vacancy on the Finance Sub-Committee. This position needs to be filled to ensure that the meetings remain quorate.

Persons nominated to the position are requested to send their CV to the CEO .

Local Councils Forum

1 seat is reserved for the Local Councils Forum on the Finance Sub-Committee. The current committee member is Cllr Mike Eldred. A meeting of the Local Council forum took place in March 2022 where Cllr Mike Eldred was duly appointed as a new Executive Member.

The Finance Sub – Committee consist of the following members:

Cllr Stephanie Gill – Treasurer

Cllr Paul Lees

Cllr Peter Davey

Cllr Abdul Hafiz

Cllr Jim Devlin

Cllr Mike Eldred – Local Council Representative

(One vacant seat)

5. EALC Personnel Committee

The EALC Chairman shall be the Chairman of the Personnel Committee. For the year November 2022 to November 2023 this will be Cllr Peter Davey, as the post was not contested.

One of the Two Vice Chairman will be agreed to sit on the Personnel Committee. As one vice chair has already been elected unopposed to fill one of the two seats on the committee Cllr John Gili-Ross will be appointed as vice chair to the Personnel Committee for the year November 2022 to November 2023 uncontested.

Executive Member Nominated	Proposed by	Seconded by
Cllr Mike Eldred	Cllr John Gili-Ross	Cllr Paul Lees
Cllr Sue Martin	Cllr Peter Davey	Cllr Paul Lees

Cllr Mike Eldred and Cllr Sue Martin are duly elected to the Personnel Committee as the posts were not contested.

The EALC Executive appoints a Clerk to sit on the Personnel Committee. This position is from a Member Council.

Beverley Rumsey Epping Town Council	Cllr Peter Davey	Cllr John Gili-Ross
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Beverley Rumsey of Epping Town Council was duly elected to the Personnel Committee as the post was not contested.

The Personnel Committee Consists of the following members:

Cllr Peter Davey – Chairman
Cllr John Gili-Ross – Vice-Chair
Cllr Mike Eldred – Vice-Chair
Cllr Sue Martin
Beverley Rumsey – Clerk Position

6. Essex Rural Partnership Strategic Board.

The Essex Rural Partnership Strategic Board has designated 2 seats, namely the EALC Chairman and the EALC Chief Executive Officer.

Action: A description is required of the Essex Rural Partnership Strategic Board for the benefit of members.

7. Essex Rural Partnership

The Essex Strategic Board Members shall be Cllr Peter Davey, Chair of EALC and Charlene Slade Chief Executive Officer. The EALC Chairman and the CEO Automatically attend this meeting with a designated seat. The EALC has 2 further seats on the Essex Rural Partnership.

Nominated Executive Members	Proposed by	Seconded by
Cllr John Gili-Ross	Cllr Peter Davey	Cllr Paul Lees
Cllr Mike Eldred	Cllr Peter Davey	Cllr Joh Gili-Ross

Cllr John Gili-Ross and Cllr Mike Eldred are duly elected to the Essex Rural Partnership as the posts were not contested.

Action: A description is required of the Essex Rural Partnership for the benefit of members.

8. The Essex Partnership or equivalent body. (RCCE or equivalent).

The EALC has one seat on the Essex Partnership and this is reserved for the Chairman.

The EALC Chief Executive Officer will attend this meeting, having a designated seat.

Stephanie Robinson, Financial Controller joined the meeting 10:22am

9. NALC Council Member.

This is a position that must be filled by a Councillor. This must be an elected member to comply with the NALC (National Association of Local Councils) Constitution.

Cllr John Gili-Ross proposes that Cllr Peter Davey be elected as the NALC council member for the year November 2022 to November 2023. The proposal was seconded by Cllr Paul Lees.

Cllr Peter Davey has been duly elected as the NALC Council Member as the post was not contested.

(Members to note that if this appointment was to change, any new NALC Council Member, would not automatically sit on the high-level committees that Cllr Peter Davey currently does. Each seat for each committee within NALC is always contested including the Chairmanship on a two-yearly basis).

NALC Council Deputy

NALC Assembly Appoints this position. The work of the Chair, Cllr Peter Davey took 4 years to reach this level within the NALC Assembly. There is a large amount of time dedicated to this position and is a huge commitment and responsibility, currently including the sale of 109 Great Russel Street, the property of NALC.

Cllr Peter Davey proposes that Cllr John Gili-Ross be elected to the seat of NALC Deputy. The proposal was seconded by Cllr Paul Lees. Cllr John Gili-Ross was elected unopposed to the seat of NALC Deputy, to attend the NALC Council meetings that Cllr Peter Davey is unable to attend.

Cllr John Gili-Ross has been duly elected at the NALC Council Deputy as the post was not contested.

Succession planning within the EALC is key, Cllr John Gili-Ross expressed that it would be the last year in the position of the Vice-Chair for the EALC and would not take on the representation of NALC as there are other roles taking up time.

10. District Representation

The following names are listed as being the current representatives of each district and may be required to provide support to the Chief Executive Officer if required.

District	Executive Member	District	Executive Member
Basildon	Cllr David McPherson-Davis	Braintree	Cllr Paul Lees
Brentwood	Cllr Richard North	Tendring	**
Colchester	Cllr Brian Butcher	Chelmsford	**

Epping	Cllr Sheila Jackman Beverley Rumsey	Maldon	* Cllr Abdul Hafiz
Rochford	Cllr Sue Martin	Uttlesford	Cllr Alan Townsend

*Please note there are two names for Maldon as the district effectively works as two separate bodies. There is a vacant seat for Maldon representation.

**Representation for Chelmsford and Tendring are requested.

The CEO is actively involved with Chelmsford and Tendring Association of Local Councils to fill these vacancies.

The Chair, Cllr Peter Davey, Acknowledged all the work of Cllr Paul Lees and Cllr Martin Lee for the excellent work of the Braintree Association of Local Councils with 43 members out of 52. The focus is on gaining full representation with Tendring and Chelmsford.

11. Chairman's Welcome

The Chairman attended the following events or virtual meetings:

This is the sixth year Cllr Peter Davey has held the position as Chair and has stressed that succession planning is vital for the EALC moving forward. The constitution was changed to allow for a further 2 years in post.

The movements of the Chair listed below are to show 100% commitment to the position and to show transparency to the members of the meetings attended on behalf of the EALC, this excludes the work of the parish council in Ingatestone and Fryerning.

Chair's Movements since the last Executive meeting held on the 1st September 2022 and up to the Annual Executive Meeting to be held on the 24th November 2022.

Monday 5th September 2022	NALC Finance and Scrutiny meeting – Zoom
Monday 19th September 2022	NALC Finance and Scrutiny Meeting – Zoom
Tuesday 20th September 2022	Visit to Hylands House
Thursday 22nd September 2022	EALC AGM and PFCC/ECC Conferences – Hylands House
Wednesday 25th September 2022	BBPCA meeting - zoom
Monday 3rd October 2022	ECC re SLA Agreements TEAMS
Tuesday 4th October 2022	NALC Assembly Zoom
Wednesday 5th October 2022	RCCE AGM Layer Marney Tower
Friday 7th October 2022	ERP Board Meeting TEAMS
Tuesday 11th October 2022	NALC 109 meeting Zoom
Wednesday 12th October 2022	EHWB Agenda Setting – Zoom
Thursday 13th October 2022	NALC Star Council Awards – YouTube

Monday 17th October 2022	NALC Management Board – Zoom
Wednesday 19th October 2022	NALC Finance and Scrutiny Governance Review – Zoom
Friday 21st October 2022	ECC Climate Conference County Hall
Tuesday 25th October 2022	NALC AGM Zoom
Wednesday 2nd November 2022	Annual ECC/EALC CIF panel meeting – Zoom
Thursday 3rd November 2022	Safer Essex meeting – Zoom
Thursday 3rd November 2022	EALC Personnel meeting – Grt Dunmow
Friday 4th November 2022	NALC CVC meeting – Zoom
Tuesday 8th November 2022	Little Yeldham Long Service Awards
Thursday 10th November 2022	CEO Update – Grt Dunmow
Thursday 10th November 2022	EALC Finance meeting – Grt Dunmow
Monday 14th November 2022	NALC CVC meeting – Zoom
Thursday 17th November 2022	Local Council Awards Annual Meeting – Zoom
Tuesday 22nd November 2022	NALC AGM NALC(1994) Ltd - Zoom
Tuesday 22nd November 2022	NALC Management Board – Zoom
Wednesday 23rd November 2022	EHWB - County Hall
Thursday 24th November 2022	EALC Annual Executive Meeting, Grt Dunmow

Key meetings were noted such as NALC 109. This refers to the property 109 Great Russel Street in London which NALC own. The Assets is being realised with a sale of the property in the spring to the value of £2.5-£2.8 million. The limited company of NALC (1994) will be dissolved after the sale. Currently the building is used as office and meeting space where required by NALC staff.

The CIF panel meeting went well with a total of over £200K awarded awaiting final sign off with Essex County Council.

12. Apologies for Absence (Please email charlene.slade@ealc.gov.uk)

Cllr Jim Devlin
Cllr Martin Lee
Cllr Mike Eldred
Cllr Abdul Hafiz
Cllr Sue Martin

Note, declarations of interest should be an item on the agenda after apologies. Cllr Stephanie Gill declared an interest in the training as a tutor for the EALC.

13. Minutes

13.1 Minutes of the EALC Executive Meeting held on 1st September 2022.
Some grammatical errors to be corrected on page 979.

Proposed:
Seconded:

(these minutes have not be approved at this meeting).

14. Personnel

14.1.1

Update from CEO given with brief overview of the staffing changes with Grant Funding Officer, Communications and Office Coordinator. A new role introduced as Head of Member Enquiries with recruitment and interviews which took place on 11th November with a successful appointment to the role starting on 21st November.

14.2

Update from the Chair and CEO on the ECC SLA for the Health and Wellbeing and Climate Change Officer. The roles need to be consistent within an 2 year agreement . KPI's and the Job Description are being written by ECC to be agreeable in the current market place. The level of salary for the role is to be agreed prior to recruitment, County will be included in the interview process and will clearly define the project.

15. Hybrid Training Room

15.1 Update from Cllr John Gili-Ross a meeting has been called on Monday 28th November with Marks Tey Radio, iceConnect and Cllr Mike Eldred to move the project forward. A separate question was asked of Cllr Mike Eldred if he could support parish and town councils with the implications of a hearing loop system.

15.2 Hearing Loop initiative (Cllr Mike Eldred).

A question to be raised with Cllr Mike Eldred to seek his support and assistance with the parish and town councils on hearing loops.

Comfort break at 11:45am for 15 minutes.

16. Finance update by Stephanie Robinson ICAEW CiLCA, Financial Controller

16.1 Budget Report to 30th November 2022

PFCC stipend is the net cash position, 22/23 funds not yet received.

AGM was completely covered by funding, a reconciliation of income and expenditure has been shared with sponsors.

£5k from PFCC received in advance for next years AGM

Review of the 2022 AGM and seek alternative venue such as Colchester Stadium when the funding is in place. Alternative venue suggestions such as the Chelmsford racecourse

The rent lease is due for renewal in September 2025 there is currently a core grant of £10k annually covering the 4 years tenure of the leader Cllr Kevin Bentley.

Payroll line 16 reflects the changes in payroll and the increases are included in these figures. Line 25, committee and governance – some funds will come across from the reserves such as legal reserves to committee and governance for the renewal of the lease agreement.

16.2 Training Summary August to December 2022.

Noted.

16.3 Reconciliation of AGM expenditure.
Noted.

16.4 Bank Balances to 31st October 2022.

Funds that belong to ECC are being transferred to the Unity Account or back to ECC.

The CCLA is a money market account and a deposit account the finance committee are looking to invest these funds elsewhere and open various accounts to spread the risk. The EALC are not qualified to manage this risk.

A treasury management policy and financial regulations have been written to set out the policy for management of risk. EALC need for ECC to accept the risk.

The financial regulations and treasury management report will be on the next agenda for the finance committee.

16.5 Affiliation Fee Update.
Noted.

16.6 Funding update. The Winter Warm Spaces launched received 100 emails for funding requests.

17. New Initiatives and Other Matters for Decision

17.1 Strategic Plan and Strategic Action Plan September 2024

Action: to share the strategic plan and action plan with the executive committee

17.2 Constitution and membership

The constitution needs to be reviewed and is an item on the Executive Agenda, members who have not paid for 12 months the notice period will need to be looked with new terms and conditions.

18. National Matters

None to report.

19. Essex Matters

19.1 Essex County Council Report – Cllr Louise McKinlay or her representative.

No update given from ECC, however it is a benefit for the EALC to have a representative present.

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

Cllr John Gili-Ross: Feedback

Cllr John Gili-Ross gave feedback following various meetings specific to the EALC. Such as the Essex Rural Partnership, Personnel Committee meetings, the CIF Panel and attending the Wivenhoe Civic Service.

Part of the update from the Vice Chair, is to provide feedback following the position that John has as the Chairman of the Police, Fire, Crime Panel. Various visits take place regards to this position such as a visit to the police control room, there are a total of 1200, 999 calls per day and 80% of these calls are not deemed an emergency. The fire and rescue service call centre is very different.

An update on the budgeting and precept process from the PFCC perspective, in regards to the salary increases for the PFCC and a lot of work is ongoing in this area.

Cllr John Gili-Ross for the second year running was invited to attend the prestigious Police Officer of the Year Award's, and the Lord Left Tennant also gave an award. This event was very well attended. Chief Constable BJ Harrington was awarded the QPM from the late Her Majesty the Queen Elizabeth II earlier in the year.

On a final note John attended the City making event in Colchester, which is now a City and is no longer a Borough or District, this was also a very well attended event. There is policing report each week to state where these policing events will be held. This communication is passed on through the Clerks to members via the police bulletin. There are various live Facebook events with dates published on the PFCC website page. This is a very interesting event and would be useful if this was published via a newspaper so that it reaches out to all the residents in the communities.

19.4 Chief Executive Report (Charlene Slade)

The Chief Executive Officer gave an update and overview of the details in the written report. Such as various meetings attended relating to the EALC and supporting the membership.

Update given on some of the projects that are now complete, such as the kitchen facilities in the downstairs area this project is now complete to ensure that health and safety is compliant. Cleaning contractors are in place for the regular cleaning of the offices.

We have successfully recruited a new member of staff to support member enquiries and this person started end of November. An announcement will be shared with the membership to introduce this new member of staff. A legal e-Bulletin is also being prepared to ensure that all updated Legal Topic Notes and or legislation changes are shared with the membership.

Management of the funding streams is ongoing and supporting our financial controller with the due diligence of awarding these funds. The CIF fund was a large event that took place at the beginning of November, to award successful applicants, ECC will be signing off these wards for payment to be made.

Strategic Plan and Action Plan will be reviewed. Systems implemented to ensure staff are working smarter and not harder, IT system's review, event booking systems, website update ongoing, finance and governance in place.

Meetings to support the EALC Personnel, finance and executive committee meetings and reporting back to the Executive Committee. These working streams are not just for the immediate short term initiatives, they are for the future safeguarding of the association going forward. A huge amount of work that is ongoing.

19.5 Executive County Training Officer Report (Pearl Willcox)

Thanks to Pearl for the huge amount of work and new initiatives for the training programme with the elections year coming up, this will be a very busy year.
Noted.

19.7 Communications and Office Co-ordinator (Sophie Wolker)

An update from the Communications and Office Coordinator as a written report.
Noted.

Action: Cllr Paul Lees to provide an update report to the CEO on the BHIB insurance initiative.

This is an urgent matter that cannot wait until February. This is an initiative from the District Association perspective in regards to the insurance requirements for Associations. This should be a National Initiative and once the report is shared, this will be taken to NALC as it effects the 43 County Associations across the country.

20. Feedback and Next Agenda

- 20.1 Essex Rural Partnership
- 20.2 NALC
- 20.3 Police, Fire and Crime Commissioner
- 20.4 District Association updates

Mention of the 20's Plenty initiative which will be taken outside of this meeting as this is an ECC initiative.

Concerns about the District Association meetings and the difficulties in terms of retaining membership and holding the annual meetings.

The new Code of Conduct causes concern in relation to the additional costs of training as this is a requirement when signing up to the new code. There is training given from each District relevant to teach district. This is a matter for the monitoring officer.

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

22. Date of Next Meeting – 2nd February 2023

This meeting will be held at 42B High Street, Great Dunmow, Essex, CM6 1AH.

23. Meeting Dates 2023

Noted.

24. Matters for future agenda items

Essex Rural Partnership

NALC

Police, Fire and Crime Commissioner

District Association updates

25. Meeting Closure

The meeting closed at 12:50 pm.