Essex Association of Local Councils
MINUTES
EALC Executive 2nd February 2023 at 10 am
In person at 42B High Street, Great Dunmow, Essex, CM6 1AH

2nd February 2023

Executive Committee Members Present:

Cllr David McPherson-Davis	Basildon	Cllr Jim Devlin	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 (Via Zoom)	Colchester
Cllr Sheila Jackman	Epping Forest	Beverley Rumsey	Epping Forest
Cllr Mike Eldred	Local Council Representative		Maldon
Charlotte Britton (Via Zoom)	Essex County Council		Maldon
Cllr Sue Martin	Rochford	Cllr Angelina Marriott	Rochford
	Canvey Island		Southend
	Tendring		Tendring
Cllr Alan Townsend	Uttlesford	Cllr Stephanie Gill	Uttlesford

1. Chairman's Welcome

The Chair, Cllr Peter Davey asked the CEO to introduce Ann Wood, Head of member Enquiries to the Executive Committee. Ann joined the Association on 21st November 2023 and is responsible for supporting all member enquiries for the Association.

The Chair welcomed all members present in person and those who have attended via zoom meeting link and wished everyone a happy New Year.

The Chair, Cllr Peter Davey attended the following meetings and gave a brief update to members of the various events attended on behalf of EALC:

1st December	NALC Finance
6th December	NALC National Assembly
7th December	Rural Crime Forum
8th December	Colchester Stadium
12th December	NALC Leadership CVC
12th December	NALC Management Board
13th December	EALC CEO Appraisal
20th December	Safer Essex
4th January	MSE Community Assembly Steering Group
9th January	NALC leadership CVC
10th January	NALC Management Board
17th January	JPAG
17th January	National Network LGBT
19th January	EALC Personnel Committee
19th January	EALC Finance Committee
20th January	ECC EALC SLA
24th January	NALC Leadership CVC
25th January	ECC ICS Strategy Documents - Essex HWB
2nd February	EALC Executive
2nd February	CEO Chair meeting

The Chair, Vice Chair's and CEO visited Colchester Stadium as this will be the venue for the EALC AGM on 21st September 2023. The Chair gave an overview of how the event will be funded.

2. Apologies for Absence

No Apologies received.
Cllr Abdul Hafiz not present.

3. Minutes

3.1 Minutes of the Executive meeting held on 24th November 2022.
Cllr Angelina Marriott attended the meeting on 24th November and is to be included the minutes.

Proposed by: Cllr Stephanie Gill
Seconded by: Cllr Alan Townsend
There are actions required for completion from the previous meeting.

4. Personnel – The Personnel Sub-Committee update.

4.1 Update from CEO

The EALC has been recruiting to fill the Grant Funding Administrator role. With successful interviews taking place early January and an offer of appointment letter issued, I can confirm that the Grant Funding Administrator position has been filled and the candidate will start in February.

With regards to the Service Level Agreement for the Health and Wellbeing, Climate Crisis post. The Chair and CEO had a meeting with ECC in January. ECC wanted for the membership of EALC to part or match fund the position or fund from the reserves of parish and town councils. An explanation was provided to ECC why this was not an option.

The post of Health, Wellbeing and Climate Crisis officer was originally agreed to be funded with £50K by the previous Director of Public Health. Further conversations on how this post could work for the EALC are being explored.

Staff training and development plans are being written for each member of staff.

5. Finance

5.1 Finance Committee minutes 10th November 2022.

Proposed by: Cllr Stephanie Gill
Seconded by: Cllr Jim Devlin

5.2 Budget Report December 2022.

The budget report is checked by the Finance Sub-Committee in detail, all the lines in the budget report are checked through by the Financial Controller.

Course income has been achieved to date. There is an expectation that there will be new Councillors appointed following the May elections and they will require training.

Proposed by: Cllr Martin Lee
Seconded by: Cllr Paul Lees

All those present agreed to the Budget report.

5.3 Funding review.
The funding review document shows the funding received from ECC. The second part of the funding report shows the allocation received into the EALC bank account. The EALC will only draw down funds as and when required for awarding the successful applicants. This minimises the risk of holding funds on behalf of ECC.
The report is Noted.

5.4 Bank Balances at 16th January.
At the next meeting, the Unity account balance will reflect the amount of funding that the EALC is holding on behalf of ECC.

5.5 Affiliation update.
There are some members who have not yet made payment of membership fees. These members have a 12 month period to pay membership in full. The CEO and Financial Controller have made contact with each of the outstanding members to encourage remaining in membership.

5.6 Financial Policy Review

5.6.1 Financial Regulations Review.
The financial regulations document has been reviewed to reflect changes in the EALC.
Proposed by: Cllr Stephanie Gill
Seconded by: Cllr Martin Lee

All those present were in favour of the document.

5.6.2 Treasury Management Report.
This report details the treasury management of the Association and details the attitude towards risk.
Proposed by: Cllr Martin Lees
Seconded by: Cllr Alan Townsend

All those present were in favour of the document.

5.7 Hybrid training room facilities upgrade for approval.

5.7.1 Report by Cllr John Gili-Ross, Vice Chair

Cllr John Gili-Ross gave an overview of the training room facilities project, which is to focus on upgrading the current equipment and installing equipment to enable the capability of holding hybrid meeting sessions. A meeting was held with two suppliers in November who carried out a site visit at 42B High Street to assess the training room. The suppliers have worked together to design a bespoke project to meet the needs of EALC. One of the suppliers is the current IT provider who will need to work with the systems already in place.

11:10 am Rick Hylton, Chief Fire Officer joined the meeting.

Questions were raised by members as to why other suppliers were not given the opportunity to provide a quote. The current provider of the IT system was asked to support the project, their response to the request is they would have to subcontract out part of the project, they recommended MTR as a reputable supplier who were capable of installing the type of equipment needed.

Both suppliers agreed they would work together.

Other suppliers were identified and approached, however, these companies would use sub-contractors to complete the work. This would increase the overall cost of the project, the capability of using subcontracted suppliers was questionable, there is a requirement to receive staff training and ongoing support.

Questions were raised by committee members on the procurement process followed. In response to concerns raised, Cllr John Gili-Ross explained it was extremely difficult to identify alternative suppliers who would be capable of installing the equipment to meet the requirements of the training room, the project is unique and has been designed specifically for the requirements of EALC.

It was made clear in the report, this project is clearly defined as an upgrade to the training conference room and the training element via hybrid means is secondary for discussion at a later date. The system would be designed with tutors in mind which will allow for the EALC to operate and further develop at a later date.

The funds to cover the cost of the project would come from the restructuring reserves.

5.7.2 Marks Tey Quote.
5.7.3 iceConnect quote.
5.7.4 Additional quote.
5.7.5 Questions and Answers.

The Executive Committee are not in favour to progress with project as only one quotation has been received, an alternative motion was put forward.

Cllr Martin Lee proposed that the 'estimate template' is used to go out to tender to gather alternative quotes then to call an extraordinary meeting to discuss the item in isolation.

Proposed by: Cllr Martin Lee
Seconded by: Cllr Mike Eldred

Cllr Brian Butcher abstained from voting.
Cllr John Gili-Ross abstained from voting.

All members present agreed to the motion.

Action: To tender and gather alternative quotes based on the 'Request for estimates' template to present at an extraordinary meeting of the Executive.

6 PFCC – Jane Gardner, Deputy Chief and Crime Officer
Unfortunately, Jane is unable to join the meeting as the previous item overrun. Sincere apologies were given to Jane.

7 Chief Fire Officer - Rick Hylton
Rick Hylton gave an update on the Fire Service and resent activities.
There are three areas of discussion:

- The improvement journey.
- Funding - discussed some of the challenges and some of the risks.
- The delivery to the public.

The fire service has invested a huge amount of money into updating the wide area network, technology, laptops, online training to invest back into the on-call staff across a total of fifty stations. There are lots of new people coming into the service, it takes three years to become a qualified firefighter. All training sites and apparatus have been upgraded. Also looking to upgrade the fire stations. The safety of fire fighting staff are priority with a campaign "No time to loose".

Questions were raised and answered by Rick in regards to the planning stages and clarified that the fire service is included in the planning stages of development projects.

11:40am Rick Hylton left the meeting.

Comfort Break 10 minutes

8. Vice Chairman Report – Cllr John Gili-Ross
Cllr John Gili- Ross: Feedback

Meetings Attended:
6th December Hybrid Training Room meeting. Gt Dunmow
6th December Hybrid Meeting room report production
8th December Colchester Stadium
17th January NALC Meeting on The Kings Coronation planning
19th January EALC Personnel Meeting
November through January Various Police and Fire meetings.

Cllr John Gili-Ross gave a brief update on various meetings and initiatives, in particular a visit to Colchester Stadium and the NALC event on the Kings Coronation. A particularly good report has been shared with members including details on the Kings Coronation and how members can plan for the event in May.

Updates were given about the work of the Police, Crime and Fire Service including details on budgeting.

8.1 Vice Chairman Report – Cllr Mike Eldred
Cllr Mike Eldred: Feedback

Meetings Attended:
19th January EALC Personnel committee
19th January EALC finance committee
19th January EALC meeting with CEO re role of VC
8th December EALC meeting re conferences, Colchester Football stadium
26th January EALC Election briefing - hybrid
1st February MSE assembly with CEO Billericay

Cllr Mike Eldred gave a brief update on the initiatives since his appointment to the vice-chair role. Including the elections briefing, and various meetings attended with the CEO, health and wellbeing initiatives including the health and wellbeing board of EALC.

Action: To coordinate a meeting of the EALC Health and Wellbeing Board.

9. Essex Matters
9.1 Essex County Council Report
9.2 ECC Initiative updates.

Action: Contact Charlotte Britton to ask for an update on ECC Initiatives.

10. NALC Written Update

Noted.

11. RCCE/ERP Written Update
Noted.

12. New Initiatives and other matters for discussion
12.1 AGM & Conferences at Colchester Stadium 21st September 2023 update by Chair.
Noted.
12.2 EALC Website and IT development with JAMS update by CEO.
The CEO gave a brief update on developing the website to look at alternative systems that will provide the ability to have a member login portal within the website, also the potential to implement a management system. The website currently has limited information uploaded as this information is confidential to the membership only. A member login to the website would enable more information to be uploaded so that it would be accessible to the members via their own login portal.

12.3 Constitution amendments, this item remains on future agendas for further discussion.

12.3.1 Renewal of President and Vice Presidents
The Presidents and Vice-Presidents will be required to be voted in at the next AGM.

12.3.2 Additions amendments as required.
There are requirements to amend details in the constitution to define the roles to reflect the current position of the EALC.

13. District Association Representatives Feedback
13.1 Basildon
Noted.
13.2 Braintree
Cllr Paul Lees gave a brief update to members on BHIB insurance initiatives.
13.3 Brentwood
Updated noted.
13.4 Colchester.
Updated noted.
13.5 Epping Forest
Beverley Rumsey gave an update on the lack of communication from the District Council to the Town and Parish Councils.
13.6 Maldon.
13.7 Rochford
13.8 Tendring
13.9 Uttlesford

14. Staff Reports
The Chair acknowledged and thanked all the staff for their hard work which is highlighted in detail within their reports.
14.1 Chief Executive Report (Charlene Slade) Noted.

14.2 Executive County Training Officer Report (Pearl Willcox).

14.2.2 Training Report. Noted.

14.3 Financial Controller, verbal update (Stephanie Robinson) Noted.

14.4 Communications Coordinator Report (Sophie Wolker) Noted.

14.5 Head of member Enquiries Report (Ann Wood) Noted.

14.6 MIB – NPPF Consultation – included in a separate file marked MIB. Noted.

14. Feedback and Next Agenda

14.1 Members were given the opportunity to feedback and raise issues of mutual interest.

15. Date of Next Meetings for 2023

23rd March
25th May
13th July
7th September
23rd November

16. Matters for future agenda items

17. Meeting Closed at 12:44 pm

Signed……….

Dated………..