



Essex Association of Local Councils

MINUTES

EALC Executive Meeting Thursday 15th July 2021 at 9:30am

A virtual meeting via Zoom

Members Present

Cllr J Devlin	Basildon	Cllr David McPherson Davis	Basildon
Cllr S Gill	Uttlesford	Cllr A Townsend	Uttlesford
Cllr P Davey	Brentwood	Cllr R North	Brentwood
Cllr J Gili-Ross	Colchester	Cllr Roger Mannion	Colchester
Cllr J Stilts	Maldon	Cllr Abdul Hafiz	Maldon
Cllr Paul Lees	Braintree	Cllr Martin Lee	Braintree
Cllr Mandy Cohen	Rochford		
Cllr Alan Acott	Castle Point	Cllr M Talbot	Tendring

Also, Present:

Charlene Slade	Chief Executive Officer
Pearl Willcox	Executive County Training Officer
Darren Horseman	PFCC
Cllr Louise McKinlay	ECC
Jane Moore	NALC

Executive Meeting commenced at 9.41am

1. Chairman's Welcome

Peter welcomed the new representative Cllr Martin Lee from Castle Hedingham PC & Cllr Paul Lees from Feering PC who are now the Braintree District Association reps for the Exec Committee. Both introduced themselves to the rest of the Executive Committee.

EALC still require representative from Tendring & Rochford. Cllr Mandy Cohen updated the Committee that there is a meeting tonight for the Rochford Association and hopefully Cllr Sue Martin will be their new representative taking over from her husband Cllr Roy Martin if elected.

The Chairman gave an update with regards to the meetings recently and the lease and underlease with the Landlord.

Cllr John Gili-Ross & Cllr Wendy Stamp will be signing the Lease on behalf of the Executive.

The Chairman attended the following virtual meetings:

18 th May	Rural Crime Forum
21 st May	Annual Accreditation Meeting
26 th May	Essex Health and Wellbeing Board
4 th June	Safer Essex
15 th June	NALC Management Board
24 th June	EA (2013) Ltd
25 th June	EALC Office IT
29 th June	NALC Policy Committee
1 st July	ERP Strategic Board
1 st July	ECC Cllr Louise McKinlay
5 th July	EALC Office Landlord
6 th July	Essex Honours Panel
7 th July	EALC Personnel Committee
7 th July	EALC Finance Committee
8 th July	NALC Finance and Scrutiny Committee
9 th July	EALC Office Landlord
13 th July	NALC National Assembly
15 th July	EALC Executive

2. Apologies for Absence

Cllr Sheila Jackman – Epping Forest District

Beverley Rumsey – Epping Forest District

Cllr Wendy Stamp – Maldon District

Cllr Stuart Berlyn – Chelmsford District – No apologies received

Cllr Mandy Hessing – Chelmsford District - No apologies received

3. Minutes

- 3.1 Minutes of the Executive Meeting held on 13th May 2021 (Appendix 1) John Gili-Ross has sent Charlene some amendments over for the Minutes of the Exec Meeting on 13/5/21. Some minor changes of clarification to be made.

Mandy Cohen – Page 6 – needs rewriting regarding the Under Lease – needs to be rewritten - Peter to rewrite with Charlene. All happy for Peter to do amendments.

Mandy Cohen – Page 8 – Confirmation Meeting.

All Members present agree to the Minutes with minor changes.

4. Personnel – The Personnel Committee update.

4.1 Update from the CEO

Office has remained open during the lockdown period with staff working in the office and still at home.

Recruitment of 2 new positions – Accounts Assistant & Funding Officer.

Both of these positions will be funded by ECC for the administration of their funds.

Louise Gambardella resigned from her Funding Officer position.

Very proud of the work that she has done over the last 4 years & is now going on to bigger & better things.

All job adverts have been put onto google forms, stream lined process.

Peter – If you know anyone suitable for either of the positions that we have available please put them forward. Working alongside ECC.

5. Finance

5.1 Minutes of the Finance Meeting held 7th July (Appendix 2)

Copy of Minutes from 7th July. No questions from those Minutes.

5.2 Budget Report at 30th May 2021 – (Appendix 3)

- Forecast last year end of March. Final Annual Accounts not fully completed yet.
- Additional Funding from ECC and saving on not running courses leaves a surplus of £6.5k. Considerably better than budget even though the courses did not run for 6 months.
- Broke even. Surplus of £28K for 21/22.
- Considerable funds coming in from ECC to run their funds which have made a considerable difference to the income.
- Forecast 2021/2022 shows a provision of £70K for trading income showing lower than expected due to courses carried out online.
- Surplus of £50K for the year.
- Training Income is achievable.
- Nalc Affiliation of 1%, EALC will make a suggestion of 1% to the Membership.

- 5.3 Cash Forecast Trading May 2021 (Appendix 4)
No cash forecast for the current time. This will be provided for the year end numbers.
- 5.4 EALC Reserves Policy Treasurers Comments (Appendix 5)
- Brought up to date to show the liability of the staff running costs and the net rent liability to cover the full term of the rent for the end of the period.
 - The rent is net as the EALC receive 21K grant from ECC towards the rent payment.
 - Tried to estimate the liability of the Association. This is a moving estimate, look back to reserves at 31/3/21 at the moment we are ok and not going below our reserve level.
 - No questions on the reserves.
- 5.5 Bank Balances at 2nd July 2021 (Appendix 6)
- Large balances in accounts waiting to be spent.
 - Noted.
- 5.6 Latest Cash Position (Appendix 7)
- Noted.
- 5.6 Weekly Grant Report latest version (Appendix 8)
Detailed explanation of every single grant we are administrating along with the admin we receive. These funds are kept totally separate to EALC funds.
- 5.7 Affiliation fees update outstanding members and paid to date (Appendix 9a & 9b)
Noted. We are in a better position as affiliation fees came in quicker than last year.
- 5.8 Tender of Auditor for 2021/2022 Year ending 31st March 2022 update on proposed tender process. (Appendix 10)
- In a position to replace our Auditor, having difficulty to get candidates to tender. Trying to get other auditors interested to take on tender. If you know anyone, please put them forward.
 - Independent scrutiny will also need to be carried out with regards to the fund administration.
 - Treasury Management policy is needed to cover the Executive Committee.
 - Cllr Stephanie Gill to work with Charlene on treasury management and report to the Finance Committee regarding the due diligence for the banks where we hold money.
 - All points raised need to be presented to the Finance Committee for a firm recommendation.
 - Mandy Cohen – Question raised regarding Fidelity Guarantee and adequate cover in place. Charlene confirmed this is already in place and has been increased over the last year, insurance is renewed in August.
 - Charlene to contact Steve Walker – RFO Nalc regarding Fidelity Insurance.

5.9 Appointment of a member of the Executive to the Finance Committee –

No nominations put forward to Charlene for replacement member on Finance Committee prior to the Executive Meeting.

Cllr Abdul Hafiz proposed by David McPherson Davis.

Seconded – Cllr Michael Talbot.

One abstention by new Executive Member Cllr Paul Lees.

6. Vice Chairman Report – Cllr John Gili-Ross

- Chairman Cllr Peter Davey congratulated Cllr John Gili-Ross on his appointment of becoming Chair of the Police, Fire and Crime Panel.
- Cllr John Gili-Ross gave an explanation of his new position as Chair of the Police, Fire and Crime Panel to the Executive Committee.
- Chief Fire Officer will not be re-standing, has done a really great job while in post to shape the Essex Fire and Rescue Service.
- Good news, Deputy Police Fire and Crime Commissioner of Essex, Jane Gardiner was re-elected. Working on Police & Crime plan at the moment.

25 May - Steeple Bumpstead - Opening of Play Area following CIF Grant

10 June - Police Fire & Crime Panel Meeting –

17 June - AGM PFCP –

17 June - Deputy PFCC Confirmation Hearing

21 June - EALC AGM Motion Preparation

22 June - Colchester Local Highways Panel Meeting

24 June - Colchester Association of Local Councils

25 June - Chair the EALC IT meeting

1 July - Meeting with Cllr McKinlay and Kirsty O’Callaghan

7 July - EALC Personnel Meeting

15 July - EALC Executive Meeting

Cllr Michael Talbot – To be recorded in the Minutes of the Meeting that Cllr John Gili-Ross appointment to Chair of the Police, Fire and Crime Panel is a total credit to the work Cllr Gili-Ross has done.

7. Vice Chairman Report – Cllr Wendy Stamp

Cllr Wendy Stamp: Feedback

Great support to the EALC.

8. New Initiatives and Other Matters for Decision

8.1 Local Council Award Scheme

- Chairman Cllr Peter Davey gave a brief explanation about the LCAS
- Local Council Award Scheme panel members to be appointed.
- The LCAS panel requires 2 additional members to join from the Executive Members. Nominations and a vote to take place.
- Essex Leads the whole Country.
- Executive Members to go back to Charlene if they wish to join the LCAS panel.

8.2 HM Land Registry – Parish, Town and Community Council Landowners Survey. (MIB) Noted.

8.2.1 HM Land Registry – Extra Analysis (MIB) Noted.

9. National Matters - NALC

9.1 Update from Jonathan Owen, CEO of the NALC or representative.

- Representative unavailable.
- Charlene to send out Johnathan's update & also to circulate update from COF meetings.

10. Essex Matters

10.1 Essex County Council Report

Cllr Louise McKinlay apologies received.

10.2 Kirsty O'Callaghan Report

- Kirsty caught up with Nick a few weeks ago – all up to date.
- What's new with ECC, brief update given.
- Big thank you to EALC for all of the administration of the funds for ECC including the new Tourism fund that will be launched.
- Funding available £5k, £20k – run funds to keep the R rate down.
- Tourism Fund – Focus on high tourism footfall, putting mechanisms in place to enable people to enjoy Essex even more.
- RCCE to administer Village Hall, Community Hall, Town halls & places of workshop covid secure so they can open safely.

- Increase in Covid cases in Essex over the weeks.
- Politically very reliant on the public being vigilant.
- Bed rate ticking up again even though large uptake of vaccinations.
- Mental Health & Covid Support line being launched – more aimed at travellers who struggle and who haven't been vaccinated.
- Launching Green Challenge prize to keep communities thinking differently about climate action.
- Cllr Martin Lee asked Kirsty the Percentage of vaccinations in Essex – 80% of adults been vaccinated throughout Essex.
- Covid Vans & buses going out to do vaccinations.
- In top 3 of Counties in the Country with vaccinations done.
- Difficult to determine how many people in a Parish or Town to determine how many have been vaccinated in that specific area.

10.3 EALC Health and Wellbeing – Dashboard Update – Danielle Frost (Appendix 11a & b) Noted.

10.4 EALC Climate Change Report to Essex Climate Action Commission (Appendix 12)

- Cllr Jeanette Stilts - LDP – Maldon District looking at theirs currently.
- TDALC wanted the opportunity to put forward the request regards to climate change and agreed to wait for the launch of the climate action commission report as it was being launch on 20th July.
- Full report will be launched 20th July for the net carbon zero. This will cover transport, buildings & solar panels.
- Commission independent & will make recommendations to ECC to adopt.

11. **Essex Rural Partnership**

11.1 Update by Nick Shuttleworth, Director RCCE (TBC)

- RCCE, have moved their AGM to October to have person to person but doubtful.
- Draft Strategy document under way for completion for the end of year.
- DEFRA fund for next year.
- Roger to speak at the next Rural Partnership Meeting in October.
- PFCC and ECC link in to the rural strategy.

12. **Police, Fire and Crime Commissioner**

Apologies sent by Jane Gardiner, Deputy PFCC

12.1 Darren Horsman – PFCC

- Lead on public engagement programme. Developing police & fire plan for next 3 years.

- Covid – Changing regulations coming in on Monday. Working closely with ECC & Colleagues across Essex with the new changes coming in.
- Essex has been supported well by the community of Essex to keep safe through this time.
- Policing will change from Monday.
- Jo Turton – announced retirement, leaves at Christmas. First Chief Fire Officer, came with strong change background. Awful lot of work and has turned it around culturally.
- Starting recruitment process in next few weeks for Chief Constable & Deputy Chief Constable.
- Pippa Miles – Deputy Chief Constable - becoming Chief Constable for Mersea
- Police & Crime Plan – Working on a focused way over the last few months. Taken the manifesto and used that as a base. Loads of engagement with the community.
- Thanks to Charlene & Peter for sending the invites out to the Membership to invite them to comment.
- Rural Engagement Team
- Business Team
- Crime prevention, tackling drug crime, tackling violence against women & girls.
- Rural & Isolated areas working closely with the RCCE and the agenda of rural communities.
- Investing in Communities, Police work hand in glove with the Parish, Town & rural areas.
- Agrees postponing AGM ECC joint event until next year sets a good example to our Parish & Town Councils.
- Charlene Slade to seek wording for the AGM cancellation from PFCC & ECC
- Charlene Slade to link with Cllr Jim Devlin to get the link to follow Essex roads policing on Twitter.
- Cllr Jim Devlin – Follow Essex Police on Twitter, very interesting.

13. Draft AGM Agenda for approval (Appendix 12A)

Proposed Chairman Cllr Peter Davey

Seconded Vice Chairman Cllr John Gili-Ross

All Agreed

Business Agenda can now go out to Membership for virtual AGM on the 23rd September.

- John has put together draft for Business Agenda for the AGM.
- Changes to Constitution, attached, each item will be itemised individually.
- Most important – terms of the Chair, Vice Chair & Treasurer, influential roles across Essex, would need to stand back as Chairman & Vice Chairman if constitution is not changed.
- Mandy Cohen questioned clause 4.04 amendment, should there be a rep from ECC on the Executive Committee?

13.1 Decision on 2021 Venue

- Decision has been made to hold the AGM for 2021 as an online event and not in person as planned at Hyland's House as a joint EALC, ECC & PFCC conference.
- 2021 AGM will now be moved to a virtual meeting on the 23rd September.
- Chairman, Cllr Peter Davey to contact Hyland's House to move booking from this year to 22nd September 2022.
- President, Cllr John Jowers has been advised by Cllr John Gili-Ross of this change.
- Require high profile speakers to attend at next year's AGM.
- Big disappointment not to take place this year.
- ECC & PFCC have agreed that the EALC can roll over the funding they received for this year's conference to next years.

Cllr Michael Talbot – Congratulations to the Chairman Cllr Peter Davey for the movement of the AGM and the reorganising of the meeting from this year to next year.

14. Staff Reports – All noted.

14.1 Chief Executive Report - Charlene Slade (Appendix 13)

14.2 Executive County Training Officer Report - Pearl Willcox (Appendix 14)

14.2.1 Training Calendar (Appendix 15)

14.3 Funding Officer Report - Louise Gambardella (Appendix 16)

14.4 Parish Council Development Officer Report - Amanda Brown (Appendix 17)

14.5 Sage Administrator Report - Lucy Alston-Nogueira (Appendix 18)

14.6 Communications Officer Report - Mr Eli Haines (Appendix 19)

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 20)

2nd September 2021

23rd September 2021 – AGM and Annual Conference

18th November 2021 (Annual Executive Nominations)

17. Matters for future agenda items

- PFCC - £10K confirmed for next two years respectively to carry on administering their news letters to the Membership.
- Meetings with Kirsty O'Callaghan Head of Strengthening Communities & Cllr Louise McKinlay – Portfolio holder for the funds
- ECC have committed to the EALC for further 3 years for rent, training, bursary etc.
- Cllr Abdul Hafiz – Thank you to Peter, John & Staff for all the hard work
- Use part of the administration fees coming in from ECC to update the IT at the EALC. Well overdue.
- Cllr Peter Davey thanked Charlene Slade, CEO & Pearl Willcox Executive County Training Officer for all their hard work for the Association during these difficult times including the rest of the staff.

18. Meeting Closure – 12.30.