



Essex Association of Local Councils

MINUTES

EALC Executive Meeting Agenda Thursday 18th March 2021 at 10 am
A virtual meeting via Zoom

Members Present:

Cllr J Devlin	Basildon	Cllr D McPherson-Davis	Basildon
Cllr S Gill	Uttlesford	Cllr A Townsend	Uttlesford
Cllr P Davey	Brentwood		
Cllr S Berlyn	Chelmsford	Cllr Mandy Hessing	Chelmsford
Cllr J Gili-Ross	Colchester	Cllr R Mannion	Colchester
Ms B Rumsey	Epping	Cllr M Cohen	Rochford
Cllr J Stilts	Maldon	Helen Symmons	Leigh on Sea
Cllr Susan Barker	ECC	Abdul Hafiz	Maldon
		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 Susan Barker	ECC
Nick Shuttleworth	Director RCCE

Agenda

1. Chairman's Welcome

The Chairman welcomed everyone present and gave Thanks to Councillor's and Clerks that have been assisting with the vaccination programme. Finally, we can see a light at the end of the tunnel and will be able to move forward.

The Chairman attended the following events or virtual meetings a large cross section of meetings and ongoing work throughout the County. Funding streams being administered on behalf of ECC are going extremely well.

26 th January	NALC Management Board
27 th January	EHWB
28 th January	Climate Crisis Conference
1 st February	NALC Governance Review
1 st February	ECAC
2 nd February	Essex Health and Wellbeing Board Meeting
4 th February	Rural Crime Forum
5 th February	ECAC
9 th February	ECAC
12 th February	Member Council meeting
15 th February	ECAC
16 th February	Climate Commission
19 th February	NALC 109 meeting
22 nd February	ECC – Jackie Weaver
23 rd February	NALC Finance and Scrutiny Committee
24 th February	Youth Conference Briefing
1 st March	ECAC
9 th March	National Assembly
10 th March	EALC Personnel Committee
10 th March	EALC Finance Committee
11 th March	Essex Rural Partnership Strategic Board
16 th March	Climate Commission
17 th March	EHWB

All noted.

2. No item listed on Agenda.

3. Apologies for Absence

Cllr Roy Martin

Cllr Wendy Stamp

Cllr Alan Acott (Apologies received during meeting)

No Apologies received from Cllr Richard North

Apologies received from Kirsty O'Callaghan from Cllr Susan Barker on her behalf.

4. Minutes

- 4.1 Minutes of the Executive Meeting held on 21st January 2021
Duly noted and amended.
Cllr Mandy Cohen highlighted a few items that needed amending.
Page 7 ,9.12, 2nd paragraph – take line out – all agreed.
£2,000 to ECC Councillors not District Councillors.

5. Personnel – The Personnel Committee update.

- 5.1 Update from the CEO, staffing position remains the same, with 4 staff members working in the office, 3 working from home. Staff members are being asked to carry out lateral flow testing each week. Consulting with staff working from home over the coming weeks to bring them back into the office. Thank you from Peter for all the work of the staff.
- 5.2 Proposed Payroll at 1st April 2021 (Showing last year's equivalent costs to show comparisons) (Appendix 2)
- 5.3 Payroll Tracker (Appendix 3) tracks the payroll each month. Makes sure we are on budget.

6. Finance

- 6.1 Minutes of the Finance Meeting held 10th March (Appendix 4)
Cllr S Berlyn has not had time to read them. Rest of finance committee has read them and Minutes of Finance meeting from 10th March formally adopted.
Cllr Stuart Berlyn abstained from vote.
- 6.2 Budget Report at 31st January 2021 – (Appendix 5)
Course income been has affected by not holding face to face courses in the office.
£52,000 loss of income for the year.
Affiliation fees for 2020/2021 – 100%
An over spend on IT due to staff working at home etc.
Large saving in committee expenses including Executive, Finance and Personnel due to no travelling costs having to be paid out.
Accounts to be finalised.
Police, Fire and Crime Commissioner have contributed a stipend of £10,000.00. This has been agreed for current financial year and next financial year.
AGM £14,400 contributed for AGM by various sponsors ECC, PCFF, CCLA and Blachere.
Affiliation Fees – Increase slightly for 2021/2022
VAT situation will increase this year owing to volume of courses being increased throughout 2021 bringing in extra income.

ECC have shown faith in how the EALC can handle and effectively administer the grants awarding streams given throughout this financial year.
No questions raised.

- 6.3 Cash Forecast Trading February 2021 (Appendix 6) – shows how things have progressed during the later part of the year with training etc.
Noted.

- 6.4 EALC Reserves Policy Treasurers Comments (Appendix 7)
Noted.

- 6.5 Bank Balances at 28th February 2021 (Appendix 8)
Large amount of funds being held across various accounts. EALC are in the process of opening up another bank account with CCLA. This is so EALC do not hold too much money in one bank account at any one time.

Bank balances will be updated and circulated separately to the Executive.

CCLA account will be opened with the figure previously confirmed.
Noted.

- 6.6 Weekly Grant Report latest version (Appendix 9) – Shows in detail the movement of each fund on a weekly basis. Number of applications and funds that have been paid out to successful applicants. There is a clear audit trail for each application.
Congratulations to Louise and Charlene on how the funds are being administered and effective updated reports on a regular basis, an amazing amount of work going into the grant funding.

- 6.7 Affiliation fees update (Appendix 10) - 99% shown against the members.
Increase agreed at the AGM 2.99%.
Executive will have to agree the affiliation fee for next year. This will be put forward and agreed at the next Executive Meeting to go forward for the AGM in September 2021.

- 6.8 Financial Risk Assessment (Appendix 11)
Reviewed annually, split 2.9/2.10 to show separately as individual risks.
Noted.

- 6.9 Asset Register (Appendix 12)
Noted.

- 6.11 Transfer of administration fee (Appendix 13)
Noted.

- 6.12 CCLA balance to open the account (Appendix 14)
Noted.

- 6.13 EALC / ECC AGM and Conference 2021 Sponsorship Update (Appendix 15)
Cllr Peter Davey gave an update. An additional £1000 received to cover the exhibitors and Executive to have lunch. This gives us the availability to have 200 Councillor's & Clerks to attend at £40 per head. Thanks to the PFCC & ECC along with individual sponsors.

Not publishing event to members yet. A special County Update will go to the members when the lockdown eases. However, a save the date will be sent. Once we get to June this can be launched with more details sent to the Membership.

This will be a great day for the networking of the Association and the Members

- 6.14 Tender of Auditor for 2021/2022 Year ending 31st March 2022 update on proposed tender process. (Appendix 16)

Need to appoint new auditor for next financial year. Maurice will conclude this year's accounts ready for the AGM in September.

Tenders have been sent out and the recommendation for new Auditor will be at the AGM.

Replies so far, 2 companies have responded. 7 in total been contacted. Charlene to chase.

David – A letter to be sent to Cllr Roy Martin who has tendered his resignation from both the finance & exec committee. He will be sadly missed for all his hard work over the years.

Peter also thanked David, Lucy, Charlene and Jim for all of their hard work with all of the payments that are going out on a daily basis with the ECC grants.

- 6.15 Invite to Tender Letter template (Appendix 16a)

7. Vice Chairman Report – Cllr John Gili-Ross

Cllr John Gili- Ross: Feedback

21 Jan	BALC formation meeting
4th Feb	PFCCP meeting
10th Feb	BALC formation meeting
25th Feb	BALC formation meeting

Braintree Association coming along well now with the support we have given them.

8. Vice Chairman Report – Cllr Wendy Stamp

Cllr Wendy Stamp: Feedback

Attending District Conference today.

9. New Initiatives and Other Matters for Decision

Proposed changes to the constitution as outlined both on this agenda and on the revised EALC Constitution Clean Version Appendix 17a. Members are requested to agree and adopt these proposed changes for submission to the AGM on 23rd September 2021.

Please note the original track changes are shown in the boxes below as presented to last years AGM with the proposed changes shown highted below each box for submission to this year's AGM.

9.1 Revised EALC Constitution Track Changes (Appendix 17)

9.1.1 Revised EALC Constitution Clean Version (Appendix 17 a)

4.04. The Executive Committee has the power to request the replacement of a representative (as detailed in the Standing Orders) who has been excluded from the Executive Committee. Such action to be taken on the advice of the NALC.

Proposed Change:

4.04. The Executive Committee has the power to request the replacement of a representative (as detailed in the Standing Orders) who has been excluded from the Executive Committee. ~~Such action to be taken on the advice of the NALC.~~

Proposed: Cllr Sheila Jackman, Seconded Alan Townsend, All Agreed.

4.05 The Representatives from the District Associations on the Executive Committee must be Councillors ~~or Officers~~ of Members.

Proposed Change:

4.05. The Representatives from the District Associations on the Executive Committee must be Councillors or Officers of Members.

Remains the same so does not need to be included in the changes.

4.07 The quorum for meetings of the Executive Committee shall be nine.

 Proposed Change:

4.07 The quorum for meetings of the Executive Committee shall be nine except when extraordinary conditions exist such as Government declared pandemic conditions, civil unrest or other declared emergencies when the quorum figure may be lowered to five.

Proposed Stephanie, seconded Roger, all agreed.

4.11 In accordance with the Constitution of the NALC, the EALC shall nominate three representatives to the NALC Annual and Special General Meetings. The Executive Committee shall accordingly send the Chairman, Vice-Chairman(s) and the Essex County Member of the Council of the NALC (or nominated deputies approved by the Executive Committee) to act on the EALC's behalf at such meetings.

 Proposed Change:

4.11 In accordance with the Constitution of the NALC, the EALC shall nominate three representatives to the NALC Annual and Special General Meetings. The Executive Committee shall accordingly send the Chairman, Vice-Chairman(s) ~~and the Essex County Member of the Council of the NALC~~ (or nominated persons approved by the Executive Committee) to act on the EALC's behalf at such meetings.

Proposed: Cllr Mandy Hessing

Seconded: Cllr Alan Townsend

All Agreed

5.02 At the first meeting after each AGM of the EALC, the Chairman and up to two Vice-Chairman of the Executive Committee shall be elected annually by the Executive Committee. These Officers may serve in either capacity, for a maximum period of four years. No officer shall be eligible for a post he/she has vacated until two years have elapsed since he/she has stood down, except in exceptional circumstances.

 Proposed Change:

Proposed: Cllr Roger Mannion

Seconded: Cllr Michael Talbot

All agreed apart from Helen Symmons who objected.

- 5.02 At the first meeting after each AGM of the EALC, the Chairman and up to two Vice-Chairman and a Treasurer of the Executive Committee shall be elected annually by the Executive Committee. ~~These Officers may serve in either capacity, for a maximum period of four years. No officer shall be eligible for a post he/she has vacated until two years have elapsed since he/she has stood down, except in exceptional circumstances.~~

5.03 The Treasurer shall be elected annually by the Executive Committee, and provided that the Executive Committee agree, may continue in the role until such a time that the Treasurer either resigns or the post is successfully contested at the AGM of the EALC.



Proposed Change:

Proposed: Cllr David McPherson Davis

Seconded: Cllr Sheila Jackman

All agreed apart from Cllr Michael Talbot not in favour.

- 5.03 Officers in Clause 5.02 may continue in the role until such a time as they either resign or are unable to continue in that position, when the post will be filled at the next Executive Committee meeting.

6.03 The quorum for an AGM shall be forty. In the event of insufficient representatives being present, the meeting shall be adjourned for no less than 7 days and no more than 28 days and reconvened with a quorum of twenty five.



Proposed Change:

- 6.03 The quorum for an AGM shall be Thirty. In the event of insufficient representatives being present, the meeting shall be adjourned for no less than 7 days and no more than 28 days and reconvened with a quorum of Twenty.

Proposed

Seconded

All Agreed - motion carried.

7.03 The Quorum for a SGM shall be forty. In the event of insufficient representatives being present, the meeting shall be adjourned for no less than 7 days and no more than 28 days and reconvened with a quorum of twenty-five.

 Proposed Change:

7.03 The quorum for a SGM shall be Thirty. In the event of insufficient representatives being present, the meeting shall be adjourned for no less than 7 days and no more than 28 days and reconvened with a quorum of Twenty.

Proposed: Cllr Peter Davey

Seconded: Cllr David McPherson Davis

All agreed – Motion carried.

9.2 EALC Standing Orders Clean version March 2021 (Appendix 17b)

The EALC Executive is requested to propose and adopt the revised Standing Orders dated March 2021 as Appendix 17b to incorporate the addition as laid out below under 4.1.

4.1 Executive Committee members shall be compliant with the latest EALC Structure and Members Roles procedural document adopted by the Executive on the 21st January 2021. – date to be removed.

Proposed: Cllr Peter Davey

Seconded: Cllr Jeanette Stilts

Agreed: All agreed

9.3 Highways Liaison Officer / EALC Representatives / District Associations

Relevant District Association that represents these boards.

CEO has written to all the District Associations to get all of this clarified.

Cllr Jeanette Stilts advised that the Maldon District is split into two. One side active the other not.

9.4 LCAS Executive member to be appointed to the LCAS Panel.

10. National Matters – Charlene to ask Jonathan Owen as he was unable to attend today's meeting.

11. Essex Matters

11.1 Essex County Council Report – Cllr Susan Barker

Lots of good stuff in the budget. Education Task Force, Fund for Key worker.

Councillor Grants for 2021 £10,000.00.

89% Essex schools are outstanding,
 500 lap tops have been provided.
 £1 million community waste water.
 More business grants in April, although uneven uptake in Essex.
 Local Elections coming up – 6th May, have seen an increase in postal votes applied for.
 Braintree & Uttlesford counting overnight.
 PFCC will be counting on the Saturday.

Grants have all be signed off by Cllr David Finch from ECC to confirm money for the EALC until 2025.

- 11.2 Kirsty O’Callaghan Report
 Update by Cllr Susan Barker

- 11.3 EALC Health and Wellbeing – Dashboard Update – Danielle Frost (Appendix 18)

Executive would like it noted to thank Anne Brown – Charlene to send letter.

12. **Essex Rural Partnership**

- 12.1 Update by Nick Shuttleworth, Director RCCE
 Great to be with you. Sorry to hear that Cllr Ann Brown is standing down the RCCE will certainly miss her.
 72% of the land area of our County is rural.
 Village Halls have been helped with grants for the loss of earnings during this past year.
 Affordable housing for rural areas – Eastern Community Homes linked with the other Counties. Norfolk, Suffolk, Bedfordshire,

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

- 13.1 Update by Jane Gardiner, Deputy PFCC
 Great to see you all again, pleasure to be here. Tragic death of Sarah Everard, events at Clapham Common.
 Officer growth.
 184 new officers going into different areas including serious violence & domestic abuse teams.
 Roger has released a press release today regarding violence against women.
 Fund a lot of organisations regarding this.
 Authorised Encampments – new powers
 Increase in Dog theft
 942 fixed penalty notices from April 2020, 342 in January 2021.

14. Staff Reports

- 14.1 Chief Executive Report - Charlene Slade (Appendix 19) - Noted
- 14.2 Executive County Training Officer Report - Pearl Willcox (Appendix 20) - Noted
 - 14.2.1 Training Calendar (Appendix 20.1)
 - 14.2.2 CiLCA Training needs analysis (Appendix 20.2)
- 14.3 Funding Officer Report - Louise Gambardella (Appendix 21) - Noted
- 14.4 Parish Council Development Officer Report - Amanda Brown (Appendix 22) - Noted
- 14.5 Sage Administrator Report - Lucy Alston-Nogueira (Appendix 23) - Noted
- 14.6 Communications Officer Report - Mr Eli Haines (Appendix 24) - Noted

15. Feedback and Next Agenda

- 15.1 Feedback 15 minutes of open forum for members to raise issues of mutual interest
Abdul – Loss of money to the Parish & Town Councils.

16. Date of Next Virtual Meetings – (Appendix 25)

13th May 2021
15th July 2021
9th September 2021
23rd September 2021 – AGM and Annual Conference
18th November 2021

17. Matters for future agenda items

- 18. Meeting Closure – 12.25pm**
Thank you everyone.