



Essex Association of Local Councils
Minutes
Annual Meeting of the EALC Executive 18th November 2021 at 10 am
Via Zoom

18th November 2021

Executive Members Present

Cllr Jim Devlin	Basildon	Cllr David McPherson Davis	Basildon
Cllr Stephanie Gill	Uttlesford	Cllr Alan Townsend	Uttlesford
Cllr Peter Davey	Brentwood	Cllr Richard North	Brentwood
Cllr John Gili-Ross	Colchester	Cllr Roger Mannion	Colchester
	Maldon	Cllr Abdul Hafiz	Maldon
Cllr Paul Lees	Braintree	Cllr Martin Lee	Braintree
	Rochford	Cllr Susan Martin	Rochford
Cllr Alan Acott	Castle Point	Cllr Michael Talbot	Tendring
	Epping Forest	Beverley Rumsey	Epping Forest

Also present – Chief Executive Officer Charlene Slade
Executive County Training Officer Pearl Willcox

Charlene Slade opened the Annual Meeting of the EALC Executive and welcomed all of the Members.

1. Election of Chairman

Cllr John Gili-Ross proposed that Cllr Peter Davey be elected as Chairman of the EALC for the year November 2021 to November 2022. The proposal was seconded by Cllr David McPherson-Davis.

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 2021 to November 2022. The proposal was seconded by Cllr Abdul Hafiz.

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

Seat 2

Cllr Peter Davey proposed Cllr Wendy Stamp be elected as Vice Chairman of the EALC for the year November 2021 to November 2022. The proposal was seconded by Cllr John Gili-Ross.

Cllr Wendy Stamp is duly elected as Vice Chairman as the post was not contested.

3. Election of the Treasurer

Cllr Peter Davey proposed Cllr David McPherson-Davis be elected as Treasurer for the year November 2021 to November 2022. The proposal was seconded by Cllr John Gili-Ross.

Cllr David McPherson-Davis is duly elected as EALC Treasurer as the post was not contested.

4. Finance Committee

The Chairman of the Finance Committee will be the Treasurer Cllr David McPherson-Davis. Election to the Finance Committee. The Finance Committee consists of a total of 7 seats including the Treasurer and the Larger 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 Stephanie Gill	Cllr Peter Davey	Cllr David McPherson-Davis
Cllr Peter Davey	Cllr John Gili-Ross	Cllr Abdul Hafiz
Cllr Abdul Hafiz	Cllr Abdul Hafiz	Cllr John Gili- Ross
Cllr Jim Devlin	Cllr Peter Davey	Cllr Abdul Hafiz

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

Cllr David McPherson-Davis asks the Executive Members if there is a member who would like to put themselves forward to the vacant seat, please can they do so now.

Cllr Paul Lees nominated himself to the Finance Committee. Cllr Paul Lees has a background in Finance and was previously a Head Teacher therefore a valid reason for the appointment to the Finance Committee.

Nomination: Cllr Paul Lees
Proposer: Cllr Stephanie Gill
Seconded: Cllr Michael Talbot

All those present are in favour, therefore Cllr Paul Lees is duly elected as a member of the Finance Committee and this post was not contested.

Larger Local Councils Forum

1 seat is reserved for the Larger Local Councils Forum. The current committee member is Cllr Jeanette Stilts. A meeting of the Larger Local Council forum should have taken place in the last 12 months to confirm the representative for the next 12 months. However, due to Covid-19 this did not take place, Pearl Willcox will be asked to place this on the next available agenda for the Larger Local Councils Forum to decide whether Cllr Jeanette Stilts should continue in post or whether they wish to appoint a new Executive Member.

Action: Pearl to organise a cycle of dates for the Larger Local Council forum for the year ahead and to liaise with the Chairman of the LLC Forum Cllr Jim Devlin.

5. EALC Personnel Committee

The EALC Chairman shall be the Chairman of the Personnel Committee. For the year November 2021 to November 2022 this will be Cllr Peter Davey, as the post was not contested.

One of the Two Vice Chairman will 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 2021 to November 2022 uncontested.

Executive Member Nominated	Proposed by	Seconded by
Cllr Wendy Stamp	Cllr Peter Davey	Cllr David McPherson-Davis
Cllr Alan Acott	Cllr Peter Davey	Cllr John Gili-Ross

Cllr Wendy Stamp and Cllr Alan Acott 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.

Caroline Fuller – Doddinghurst Parish Council	Cllr Peter Davey	Cllr Richard North
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Caroline Fuller of Doddinghurst Parish Council was duly elected to the Personnel Committee as the post was not contested.

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.

7. Essex Rural Partnership

The Essex Strategic Board Members shall be Cllr Peter Davey and Charlene Slade, Chief Executive Officer. The EALC Chairman and the Chief Executive Officer 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 Abdul Hafiz
Cllr Martin Lee	Cllr Peter Davey	Cllr David McPherson-Davis

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

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.

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 2021 to November 2022. The proposal was seconded by Cllr David McPherson-Davis

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).

The term of office for Cllr Peter Davey ends on 1st December with the Finance and Scrutiny Committee as the constitution of NALC does not allow this position to go beyond this. Cllr Peter Davey has applied to the position of Vice Chair of the Finance Committee and if this position is not successful Peter will apply to sit on the Management Committee of the NALC. This appointment will be confirmed on 8th December, the appointment will be confirmed to the EALC members.

10:20 Cllr Martin Lee joined the meeting

NALC Council Deputy

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.

Cllr John Gili-Ross explained he will not be progressing his positions within NALC and therefore will happily step down from the committee and allow someone to take the position if they wish to.

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 Martin/ Martin Lee
Brentwood	Cllr Richard North	Canvey Island	Cllr Alan Acott
Colchester	Roger Mannion/ John Gili-Ross	Chelmsford	**
Epping	Cllr Sheila Jackman/ Beverley Rumsey	Maldon	*Cllr Wendy Stamp Cllr Abdul Hafiz
Rochford	Cllr Sue Martin	Uttlesford	Cllr Alan Townsend/ Cllr Stephanie Gill
Tendring	**		

*Please note there are two names for Maldon as the district effectively works as two separate bodies.

**Representation for Chelmsford and Tendring are requested.

11. Chairman's Welcome

The Chairman opened the meeting at 10:38 am and welcomed all those present and thanked the Executive Members for all of their support over the last 12 months and their confidence in Cllr Peter Davey being re-elected as Chairman of the EALC for the year 2021/2022. Cllr Peter Davey also thanked Charlene for the work she had put into the nomination process.

12. Apologies for Absence

Cllr Sheila Jackman
Cllr Mandy Cohen
Cllr Danny Botterell (may not be able to attend)
Cllr Wendy Stamp

13. Minutes

13.1 Minutes of the EALC Executive Meeting held on 2nd September 2021 (Appendix 1)

Page 892, need to include Beverley Rumsey – Epping Forest as she was present at the Meeting.

Hard copy of the Minutes from the 2nd September and today's meeting will need to be signed by the Chairman.

All those present agreed the Minutes from the 2nd September 2021.

14. Personnel

14.1 The Personnel Committee have reviewed the staffing structure and have agreed to the proposal to appoint a Responsible Finance Officer / Financial Controller to the Association.

The EALC asked to make a change to the constitution to split the role of CEO RFO and currently we have interim support. The Funding Officer has done a sterling job to date with 160 applications CIF applications totalling £1.3 million the panel will meet on 23rd November.

15. IT Review

15.1 Chairman of the Committee to report – Cllr John Gili-Ross

It is imperative that the EALC review the IT Systems affordable to the association and must fit in with the association and work with the Chief Executive Officer. The process started with 8 suppliers to tender, this was shortlisted to 4 and then a final short list of suppliers. There were three cost areas at the short list stage, the panel were confident that the suppliers could provide the services required. Aspects of importance such as Training room, hybrid work, WiFi into the area, website migration and enhancement, the website provider will disappear and the website will need to be transferred onto a different platform. The panel consisted of Cllr Peter Davey, Cllr John Gili-Ross, Cllr David McPherson-Davis, Charlene Slade Chief Executive Officer and Communications Officer, Eli Haines as part of a training process. Of the two suppliers, it was clear that we would be happy to work with both of the suppliers and therefore this really did come down to finances. The supplier we felt who had the edge was Lodge Information Services Ltd.

Cllr Sue Martin and Cllr Abdul Hafiz both expressed views and positive feedback from working with Lodge.

Cllr Peter Davey declared an interest and will not take part in the vote.

Proposal: Cllr Alan Townsend

Seconded: Cllr Martin Lee

All those present agreed and the Members agreed to appoint Lodge Information Services Ltd

Action: To move over the new supplier immediately.

Thank you to the members of the IT panel and that carried out the tender process.

15.2 Financial Comparison IT Summary of Costings (Appendix 2)
Noted.

15.3 IT Summary Budget (Appendix 3)
Noted.

16. Finance

16.1 Budget Report to 30th September 2021 (Appendix 4)

The forecast for payroll of 201,092 includes the staff awards. Services provided are minimal as they are cheaper to run online. Line 22 committee and governance is cheaper as these costs are reduced due to online meetings.

Column 4 shows a current surplus of £35,721.41 for the 2021/22 forecast. The funding streams and commission is separate income streams.

Cllr Stephanie Gill declared an interest as an EALC tutor.

Plan years for 22/23 and 23/24 show the targets in training to sustain our training program to not make a loss in training.

Line 3 shows AGM income from sponsors for the 2022 AGM.

Affiliation fees are increased and grants received increased.

Payroll increase in the plan years shows the full year effect and includes the full effect of the staff restructuring and the full year of the RFO position once recruited. There is a plan of additional income from ECC funding of £6K for the HWB Officer.

Line 20 needs adjusting from 2K to 4K to cover the IT cost.

The aim for 2022 will be to hold committee meetings face to face, but if the meetings remain online this will save costs.

The Finance Committee raised points in a meeting and concerns were raised with regards to the training plans, we are forecasting a training plan that we have not ever achieved before and this causes concerns from a cross funding point of view.

Cllr Peter Davey said that NALC have generated income from 30 conferences and EALC have failed to do this on a regular basis. 2 hours is needed with prime speakers. Conferences are the future. We need to have confidence in our training to achieve the income level line in the plan year.

The RFO role is needed going forward to effectively manage the finances and if there is a problem with the finances then the Finance Committee will need to look at the staffing structure. Currently the CEO is carrying out the RFO role and there is no capacity to complete both roles.

Cllr Stephanie Gill - The grant from ECC for the HWB Officer is too low and this needs to be addressed. Some benchmarking needs to be carried out against other CALC's in comparisons.

The Executive County Training Officer Pearl Willcox explained that the training program has been transferred from face to face to online and this includes an increase in tutors to a current capacity of 13 tutors.

The EALC have run three conferences with total delegates of 70/50/50 on each conference. The courses have also all been re written for all courses including Councillor Training, Chairman's Training and there are new courses being written in the background. There is also Climate Change and Bio Diversity Conferences. There is room for new training opportunities.

The plan years for the budget are plans and there will be a very careful eye on the income and expenses.

16.2 EALC reserves policy (Appendix 5)

This document is to follow.

16.3 Bank Balances to 31st October 2021 (Appendix 6)

Noted.

16.4 Bank Balances Current Position (Appendix 7) To Follow

The bank balances for the current position will be sent to committee as an attachment.

16.4 Affiliation Fee Update (Appendix 8)

Members will be given 12 months to pay.

17. New Initiatives and Other Matters for Decision

17.1 EALC / ECC Conference and AGM 2022 Save the Day (Appendix 9) To Follow

Detailed account of the AGM for 2022, to ensure that everyone is aware is of the date.

The capacity limit is worked out with delegates, partners and VIP's. We are ahead of the planning for this event to ensure that key partners like Jane Gardner, Roger Hirst, Kevin Bentley and Louise Mckinlay etc are saving the date and organising the key speakers.

The Chairman is asking the members to confirm they are happy for the document to be shared with the members, the MP's list could cause a problem in that all MP's need to be included.

Cllr Martin Lee's said that this is an AGM for our Membership first and then partners second. MP's were not required.

Action: There are 18 MP's in Essex. The AGM is for the EALC members and therefore the members agree to remove all the MP's from the list of invitations.

Beverley Rumsey left the meeting at 11:30

Cllr Peter Davey said that the EALC member's need to be advised that they will be one of the voting members. This needs to be changed on the mail out.

Charlene Slade confirmed to Cllr Peter Davey that the Membership are fully aware that each Member Council have two votes and it is perfectly clear already on the paperwork that gets sent out to the Membership.

Cllr Martin Lee left the meeting 11:45 hours

18. National Matters

NALC send out regular updates and initiatives via the EALC bulletins. There was a board meeting this week and the last meeting on the FSC is on 1st December.

19. Essex Matters

19.1 Essex County Council Report –

Not present at this meeting.

Thank you to Cllr McKinlay for the support on the CIF fund preparation.

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

Cllr John Gili-Ross: Feedback

28th October attended the Vision Zero Workshop this would be a good meeting for the members to attend and town and parish councils to have a representative.

Cllr Wendy Stamp: Feedback

19.4 Chief Executive Report (Charlene Slade) (Appendix 10)

The Chief Executive Officer gave a brief overview of the report with future initiatives and plans for smarter working and improving services for the membership.

19.5 Executive County Training Officer Report (Pearl Willcox) (Appendix 11)

The training and IT systems are being updated and improved to help and support the training program. Thank you for your work and achievements.

19.6 Funding Officer Report (Robert Laurie) (Appendix 12)

Noted.

19.7 Support and Development Officer (Amanda Brown) (Appendix 13)

Noted.

19.8 Sage Administrator (Lucy Alston-Nogueira) (Appendix 14)

Noted.

- 19.9 Communications Officer (Eli Haines) (Appendix 15)
Noted.

Thank you to all the staff for your continued support and specially to Pearl Willcox who has worked hard to improve our training program with new tutors totalling thirteen, as well as new courses and conferences.

20. Essex Rural Partnership

21. Police, Fire & Crime Commissioner

20.1 EALC Health and Wellbeing – Danielle Frost to Report (Appendix 16)

Danielle Frost joined the meeting 11:52

There is a revamp of adult social care across Essex and Essex are looking at making a strategy rooting in the community to give faster responses for those who need help. The EALC HWB need to have representation across the county please could you seek representation from your ALC to put representatives forward to the EALC HWB.

Essex is interested on how the parish and town councils work looking to maximising the assets that we have. Really need to seek representations from on the ground. Climate is also incorporated in the Health and Wellbeing agenda as they are interlinked.

Cllr Sue Martin left the meeting 11:54

21. Feedback and Next Agenda

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

12:03 Cllr Michael Talbot left the meeting.

12:07 Cllr Martin Lee re-joined the meeting

Feedback on Planning – feedback to Cllr Lee Scott at the next meeting.

22. Date of Next Meeting – 3rd February 2022
Apologies from Cllr Roger Mannion for the February meeting.

23. Meeting Dates 2022 (Appendix 17)

24. Matters for future agenda items

25. Meeting Closed at 12: 12pm