



**Essex Association of Local Councils
Minutes Executive Meeting
19th July 2018
42B High Street Great Dunmow CM6 1AH**

Name	District	Name	District
Cllr P Davey	Brentwood	Cllr Richard North	Brentwood
Cllr A Acott	Castlepoint	Cllr McPherson-Davis	Basildon
Cllr S Berlyn	Chelmsford	Cllr H Edwards	Braintree
Cllr J Gili-Ross	Colchester	Cllr A Walker	Colchester
Cllr S Jackman	Epping Forest	Cllr R Martin	Rochford
Cllr S Lissimore	Essex CC	Cllr J Anderson	Maldon
Cllr M Cohen	Rochford	Cllr M Talbot	Tendring
Cllr A Hafiz	Maldon	Cllr A Townsend	Uttlesford
Cllr L Belgrove	Tendring	Cllr J Stilts	LLCF

Also Present

Mrs Darby Chief Executive Officer
Mrs Willcox County Training Officer
Miss Slade Responsible Finance Officer

Chairman Cllr Davey
Vice Chairman Cllr Jackman
Vice Chairman Cllr Gili-Ross
Treasurer Cllr McPherson-Davis

1. Chairman's Welcome and Announcements

The Chairman, Cllr Davey welcomed Cllr Lissimore (ECC), Cllr Jeanette Stilts (representing LLCF) and Cllr Allan Walker (Colchester Association of Local Councils) to the EALC Executive Meeting.

Meetings Attended by the Chairman during the last period.

31.05.2018 CEO Update
05.06.2018 Chaired NALC Finance Meeting London
08.06.2018 RCCE Village Judging Panel
15.06.2018 ECC Local Services Fund Panel Meeting
19.06.2018 NALC Management Board Meeting London
20.06.2018 ECC Safer Essex Meeting County Hall
25.06.2018 Essex Rural Partnership Strategic Board Meeting
28.06.2018 June CEO Update
28.06.2018 Larger Local Councils Forum Meeting
29.06.2018 Chaired EALC Accreditation Meeting
30.06.2018 Canvey Island Town Council Armed Forces Day
02.07.2018 Essex Fire and Rescue Plan - Engagement Workshop 1
10.07.2018 NALC National Assembly London
11.07.2018 RCCE AGM
12.07.2018 EALC Finance Meeting
18.07.2018 Essex Health and Wellbeing Board

2. Apologies for Absence

Cllr J Devlin	Basildon
Cllr D Smith	Braintree
Cllr P Brown	Chelmsford
Mrs K Richmond	Epping Forest
Cllr H McIlwrick	Uttlesford
Mrs Symmons	Southend
K O'Callaghan	ECC

3. Minutes

- 3.1 Minutes of the Executive Meeting held on the 24th May 2018 were approved by all those present and voting, and subsequently signed by the Chairman.
- 3.2 Minutes of the Finance Committee Meeting held on 12th July 2018 were approved by those present and voting who sit on the Finance Committee and signed by the Treasurer.

4. **Personnel** – Mrs Darby provided an update on the current staffing arrangements.

5. Finance

- 5.1 Year End Accounts EALC Statement of Income & Expenditure (Balance Sheet/Profit or Loss)
- Surplus of £ 4238.02 acceptable
 - All staff congratulated on training
 - Deadline end of June submitted for the limited company
 - The limited company was set up to protect members of financial liabilities
 - Rent part funded by ECC
- 5.2 Year End Accounts EALC Statement of Financial Position – Noted
- 5.3 Year End Accounts EALC Statement of reserves – Noted
- 5.4 Notes to the Accounts EALC – Noted
- 5.5 Year End Accounts EA (2013) Ltd Income & Expenditure – Noted
- 5.6 Year End Accounts EA (2013) Ltd Statement of Financial Position – Noted
- 5.7 Year End Accounts EA (2013) Ltd Note to the Accounts – Noted

Cllr Jackman proposed and Cllr Martin seconded the acceptance of the accounts for both the EALC Accounts and the EA(2013)Ltd Accounts. Members unanimously accepted the accounts.

- 5.8 Consideration of the Affiliation Fee for 2019/2020

The Finance Committee wish to propose that the EALC Executive request a 2% rise in affiliation fee for the year 2019/2020.

- 2% is slightly lower than inflation
- Cllr Jackman asked if 2% acceptable – Mrs Darby said that they would be ready with examples for the AGM
- 1.9% NALC increase is likely to be approved in October 2018

Cllr Talbot proposed and Cllr Berlyn seconded the motion to approve the 2% in affiliation fees, to be presented to the AGM in September. All Members present were in favour of the proposal.

5.9 Appointment of Auditor 2018/2019

The Finance Committee wish to propose a motion to the EALC Executive to appoint Mr Howard as the auditor for 2018/2019. Proposed by Cllr Martin and seconded by Cllr Hafiz.

The Finance Committee will look at the appointment of the Auditor for the next financial year.

6. Budget Report

Miss Slade spoke to the accounts

Year to Date up to 31st May 2018

- Includes payments in advance
- Courses comparison
- 2% Affiliation Fees provision in both plan year's
- Increases in payroll and pension deficit for both plan year's
- Services provided
- Premises costs, timing difference explains the negative figure

6.1 Training Cost Summary – Noted

Training has made a loss of £11,589 – Noted.

6.2 Bank Balances – Noted

Finance Officer to look at where funds are held, and propose changes

7. Affiliation Fees Report 2018/2019)

The EALC is only waiting on 9 Councils to make payment, having received 263 members' subscriptions. The EALC has declared 2 non member Councils.

8. Financial Risk Assessment

Cllr Hafiz proposed and Cllr Jackman seconded the proposal to adopt the Financial Risk Assessment 2018, the motion was unanimously agreed by those present and voting.

9. Financial Regulations Reviewed June 2018 (Appendix 14)

Change Items

- 9.1 Item 5.3 increase credit card limit to £2000
- 9.2 Item 7.1 & 7.10
- 9.2 Item 17 & 18

Cllr Hafiz proposed the changes to the Financial Risk Assessment, Cllr Stilts seconded the changes. All those present and voting agreed to the motion.

Mrs Darby asked Members to note that an addendum would be made to the regulation with the changes, as all the paperwork for the AGM has already been printed. Members accepted the addendum.

10. Asset Register

Cllr Hafiz proposed the acceptance of the risk assessment, with Cllr Walker seconding the motion. The motion was unanimously agreed by those present and voting.

11. Member Expense Policy

Members had an interest in this item

Cllr Gili-Ross proposed the motion, Cllr Stilts seconded the motion to agree the changes to the members expenses policy.

12. Purchase of a safe for secure storage – item removed as Finance Committee has agreed purchase.

The Chairman, Cllr Davey asked that a minute be recorded noting the professional work undertaken by the RFO, and the Treasurers hard work in achieving the professional accounts this year.

13. New Initiatives and Other Matters for Decision

13.1 Air Quality (Motion AGM 2018) Report (Pollution)

Cllr Davey suggested that this should be sent to NALC to the Policy Team – agreed

Cllr Berlyn explained that there has been a change in the way that the Principal Authorities measure air pollution. Cllr Jackman spoke about the changes in where the places are where measurements are taken. It was noted that there is likely to be changes within the planning system.

This to be included in the Legal Update, with a letter to Loughton Town Council.

Electric charge points in parishes – Cllr Belgrove to keep EALC updated on the Alresford initiative, similar is to happen in Danbury, Cllr Berlyn to keep members informed.

Cllr Lissimore spoke about the Essex Design guide – there is concern that electric cars are going to be short lived. Essex to look at how street lights can charge cars in the future. New homes could also be fitted with electric charging point for cars. It was suggested that the EALC should liaise with ECC, contact Graham.Thomas@essex.gov.uk.

Questions were raised over potential funders, and if there is any central government funding? Shell and BP to run out charging points, and in planning terms, the need for points in new communities.

13.2 LGA 1894 – Financial Assistance to the Church

LO1-18 Financial Assistance to the Church and the CEO Report and the Frank Crammer report. Members had an extensive discussion about this subject. Mrs Darby explained that she would be failing to do her role if this important information was not provided to Councils.

The EALC is asked to consider formal proposals to the NALC on this issue. Community Payback to fill the gap in funding was suggested. Churches would be able to apply to CIF if they wish.

It was proposed by Cllr Hafiz and seconded by Cllr Berlyn to raise this with NALC and lobby for a change in legislation.

Members present voted by a majority (4 members voting against the proposal) decision to seek a change in legislation.

13.3 L08 – 18 Ledbury – Noted

13.4 Health and Wellbeing

The EALC to progress on the setting up of a Focus Group to work with ECC. Vital work is already being undertaken, with Parish Councils already actively involved with community groups and building capacity.

13.5 Councillor Allowances (Motion at the 2015 AGM)

St Osyth Parish Council has asked the EALC to follow up on the motion that was passed at the EALC AGM in 2015. The NALC Policy and Development Manager – Chris Borg – checked that this was still a policy at the NALC. The CEO has asked for this to be prioritised again and Cllr Davey is to keep this on the agenda.

Chris Borg has now written to the Minister to remind them of the EALC/NALC position.

14. National Matters

14.1 NALC Report – Cllr Peter Davey – Noted

14.2 NALC CEO Report – Noted

15. **Essex Matters**

15.1 Essex County Council – Welcome Cllr Lissimore who will be attending these meetings on behalf of Essex County Council, with Kirsty O’Callaghan.

Cllr Lissimore spoke about the following matters

- Invitations to CIF will open next week, religious groups to be included
- There is currently a complicated grant system with about 140 grants available through Essex.
- Essex will provide a new database of grants available
- Simple and generic business case, with be provided
- Help for Hero’s – excellent charity
- First Aid Training, installation of defibrillators
- Community Response Teams
- Heartsafe.org.uk

15.2 Vice Chairman Report’s

Congratulations on the appointment to Chair of the National Police, Fire and Crime Commissioners – Cllr Gili-Ross explained about the policy work, and that there is a national voice.

Meetings Attended for the EALC since March

- Chairing the June LSF Panel

Other non EALC Responsibilities

Special Police Fire Crime Panel Meeting to include

- Confirmation Meeting of the New Chief Constable for Essex
- Confirmation Meeting of the New Chief Executive Officer for the Office of the Police Fire Crime Commissioner for Essex

15.3 Chief Executive Report (Mrs Joy Darby) - Noted

Other Reports from the CEO

- Society of Local Council Clerks (SLCC) - Noted
- County Officers Meeting (COF) - Noted
- County Officer GDPR Brief - Noted
- Neighbourhood Planning Response - Noted

- 15.4 Assistant CEO (Linda Golding) - Noted
- 15.5 County Training Officer Report (Pearl Willcox) - Noted
- 15.6 Local Service Fund Update (Louise Gambardella) - Noted
- 15.7 Parish Council Development Officer (Amanda Brown) No General Report (Holiday)
- Local Council Awards Update – No Report
 - Legal Newsletter July 2018 and attachments - Noted
 - Legal Newsletter June 2018 and attachments - Noted
- 15.8 Office and Training Co-Ordinator (Rebecca Sheppard) - Noted
- 15.9 Office and Training Administrator (Kerry Wood) - No Report (Holiday)
- 15.10 Essex Rural Partnership
- Strategic Board Meeting April 2018 – Noted
 - Essex Fly Tipping Task and Finish Group - Noted
 - Rural Farming Network Chairs Meeting – Noted
 - Essex Rural Partnership Newsletters May and June – Noted
- 15.11 Local Council Awards Panel

Election of Executive Member to sit on the Local Council Awards Panel

Cllr Jeanette Stilts volunteered to take the seat, proposed by Cllr Gili-Ross and seconded by Cllr Jackman

All Members present and voting agreed the appointment.

15.12 Crouch Harbour Authority Advisory Committee

Rochford District Association will be appointing to this seat in the near future.

16. Feedback and Next Agenda

- Cllr Lissimore – Gypsy and Traveller in the Cabinet Members Portfolio – issues over section 61 notices. Changes to legislation, reports still to be agreed by government
- Cllr Acott spoke on matters relating to Canvey Island
- Cllr Talbot spoke about the police response to petty crime

17. Date of Next Meetings

6th September 2018 at the EALC Offices in Great Dunmow

EALC AGM and Annual Conference

20th September 2018

18. Meeting Dates 2019

17 th	January	2019
21 st	March	2019
16 th	May	2019
18 th	July	2019
5 th	September	2019
21 st	November	2019

EALC AGM and Annual Conference

19th September 2019

19. Meeting Closure

The meeting closed at 12.30 pm

Signature Date