

BRAINTREE ASSOCIATION OF LOCAL COUNCILS (BALC)

Supporting Parish and Town Councils in the District of Braintree

Chair: Cllr Martin Lee email: balc.clerk@gmail.com
website: <https://e-voice.org.uk/balc/>

A meeting of the Braintree Association of Local Councils is arranged for:

Wednesday 17th September 2025 at 7.30pm
via Zoom and in person at Witham Town Hall

On behalf of BALC, Stephanie Gill is inviting you to a scheduled Zoom meeting.

Topic: BALC Representative Meeting

Time: Sep 17, 2025 07:30 PM London

Join Zoom Meeting

<https://us06web.zoom.us/j/4201319293?pwd=CSPN8Taw02F6hF2Jh8MPNUVyzkJ586.1&omn=86134735142>

Meeting ID: 420 131 9293

Passcode: 791918

Your Council's attendance or apology is invited via balc.clerk@gmail.com

Stephanie M. Gill

S. M. Gill - Braintree Association of Local Councils Admin Assist.

2nd September 2025

Representative Meeting Agenda

1. Welcome by the Chair
2. Apologies for absence (Tricia Edwards, Gosfield PC)
3. To approve the Minutes of the last meeting of BALC Representatives on 16th October 2024
4. Guest Speaker – Dom Collins, Corporate Director Braintree District Council: Devolution and Local Plan Review.
5. To consider and ratify the following amendments to the BALC Constitution as put forward and determined by the Executive Committee at their meeting 30th June 2025(1).
 - Clause 1.
 - Delete: The Association shall consist of the 52 Parish and Town Councils within the District of Braintree, and shall be known as the Braintree District Association of Local Councils ("BALC")
 - Insert: The name of the Association shall be 'The Braintree District Association of Local Councils' ("BALC"), hereinafter referred to as 'The Association'
 - Membership shall be open to any Town or Parish Council, or Parish Meeting, within the area of Braintree District Council
 - P: Cllr Martin Lee
 - Clause 4
 - Bullet point 1 Insert after 'Constitution': and payment of subscription.
 - P: Cllr Martin Lee
 - Delete Bullet Point 2: The Association shall be managed by a Committee comprising a Chairman, Vice-Chairman, Treasurer and Secretary;
 - Insert Bullet Point 2: The Association shall be managed by an Executive Committee comprising a Chairman, Vice-Chairman, Treasurer and Secretary as Officers, and eight other members. The quorum for the Executive shall be 4;

Association Clerk: TBC

P: Cllr Martin Lee

Insert after Bullet point 2 an additional sub Bullet Point

- Where it is not possible to elect the Secretary/Treasurer from among the membership, the Executive Committee shall be empowered to employ the services of another person to fill this role. The level of remuneration shall be determined by the Executive Committee annually, according to available funds. This person shall be referred to as 'The BALC Clerk';

P: Cllr Martin Lee

6. To receive nominations and elect, if required, four further members to the Executive Committee and a Vice Chair

[Current Members Martin Lee - Chair (Sible Hedingham), Kerry Barnes (Steeple Bumpstead), Gerry Warren (Halsted), Ken McDonald (Silver End), Philip Rawlinson (Gt Yeldham), Jane Taylor (White Colne)]

7. To elect, from the Executive Committee, a 2nd representative on the Essex Association of Local Councils

8. Following advice from Braintree Local Highway Panel, to elect a 4th BALC member onto the Local Highways Panel. (Tricia Edwards has put her name forward)
[Current Members K Barnes, J Coleman and K McDonald]

9. Finance report:

- a) To receive and agree the BALC accounts as at year end 31st March 2025 (not examined)
To note thanks to Kevin Money for completing this prior to handing over the accounts.
- b) Update on Unity Bank Signatories and Administrator Amendments.
- c) To receive the Bank Reconciliation as at 31st August 2025
- d) To ratify the decision that the Subscription Fees for 2025/2026 were kept as agreed for 2024/25 at £48. To further ratify the decision by the Executive Committee that, due to extraneous circumstances, that only 50% of the subscription would be invoiced as payable.

10. To receive a report from the Local Highways Panel Representatives

11. To receive a report from BDC Standards Sub Committee Representatives

12. To receive a report from the EALC Executive Representatives

13. Information Sharing – an opportunity for Councils to ask questions and share their experiences

14. Date of next meeting – **Tuesday 4th November 7.30pm via Zoom and in person at Witham Town Hall.** Speaker Dan Gascoyne CEO Braintree District Council: LGR

Statement of BALC Accounts 31st March 2025

	£
Balance b/f 01.04.2024	388.08
Receipts:	
Subscriptions 26 @ £48	1,248.00
Payments:	
Insurance 8 @ £9.60	76.80
Unity Trust Service Charge	71.40
KB Money- salary	759.51
Balance c/f 31.03.2025	728.37

Association Clerk: TBC