

BRAINTREE ASSOCIATION OF LOCAL COUNCILS

Supporting parish and town councils in the District of Braintree

Chair Cllr Martin Lee

Email:- balc.clerk@outlook.com

MINUTES FOR BALC EXECUTIVE COMMITTEE MEETING

Wednesday 22nd September 2021 at 7pm by Zoom.

In attendance:

Martin Lee (Chairman) Sible Hedingham; Paul Lees Feering; Michael Lager Witham; Ann Hooks Rayne; Dave Gronland Halstead; Peter Gentry Little Yeldham, Tilbury, Juxta Clare & Ovington; Jane Taylor White Colne; Philip Rawlinson, Gt Yeldham; Kerry Barnes, Steeple Bumpstead; Petra Palfreyman Clerk

Apologies: None

1. Approval of minutes of Exec meeting on 23rd June.

The minutes were agreed, subject to adding Philip Rawlinson to the attendee list, which was omitted in error.

2. Matters arising not covered below:

2.1 notification of our representatives to EALC, LHP, BDC Standards, CIF panel.

EALC, LHO & CIF panel have been made aware but will be reminded. The clerk will contact the BDC Standards committee.

2.2 privacy/GDPR policy

The clerk confirmed that she had contacted the ICO, and they have confirmed there is no need to register with them as all member councils will have their own registration with ICO, no personal details of members of the public will be held and the association does not have a building with CCTV. PR will send the clerk a GDPR policy to adapt for BALC.

3. Report on recruiting member councils and collecting subs

The clerk confirmed that 3 councils had made BACs payments, 3 cheques has been received and 2 other Councils have committed to attend the next meeting and will pay their subs first. ML & PL confirmed they will phone the chairman of councils not signed up by the end of the month.

4. Financial report

The Unity Bank account was opened on 1 July 2021 and the current balance is £120. The balance of approx. £800 from the former BALC bank account will be paid in shortly.

5. Admin report: (a) recruiting a clerk; (b) website/social media presence

The clerk confirmed there had been one written application and one expression of interest. The application will also be sent to the SLCC for further advertising.

The closing date for applications is 30 September 2021.

It was previously agreed that the website will not be developed at this stage. The domain name of Braintree Association of Local Councils.org.uk has already been registered.

6. Working groups/topics: letter inviting volunteers to set up and run Planning Group, Highways, others as required

The committee agreed to discuss this with members at the next meeting to identify the areas for discussion. The committee also stated that they are privy to other information obtained from the meetings they attend on behalf of BALC and would need to make the membership aware of such information.

7. Agenda/admin for general meeting on 7th October in Steeple Bumpstead

It was agreed to add Highways Devolution to the agenda for discussion. Venue hire will be £9 per hour x 3 hours. KB will advise location and parking details for the clerk to distribute with the agenda. A test hybrid meeting was held at the venue which confirmed that camera quality was good but sound quality was poor. This will be rectified before the next meeting.

8. Any other business.

PR gave his apologies for the next meeting as the date and time clashes with his full Council meeting.

With no further business, Martin Lee thanked all for attending and contributing.

The meeting closed at 19.40pm