

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 23rd June 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; Petra Palfreyman Clerk

Apologies:

Kerry Barnes, Steeple Bumpstead

Martin welcomed everyone to the meeting.

1. Review of actions agreed at our meeting on 12th May
 - (a) The chairman and vice chairman to advise progress on phone calls to potential members. ML & PL will draw up a list of contacts. Martin has contracted Finchingfield and Wethersfield.
 - (b) Progress on recruiting a clerk. Two job descriptions have been provided and it was agreed to use the CALC description which included all the relevant points. Total hours for the clerk would start at 15 hours per quarter, including the Executive Committee meetings but this may change in the future.
 - (c) Domain name. The clerk advised the best value domain name was Braintree Association of Local Councils.org.uk The cost of this is £4.99 for the first year and £11.99 thereafter. It was agreed the clerk should set this up. A website will be considered once BALC has been running a while and finances are known.
 - (d) Financial report - new bank account and funds transfer, budget for this year. The financial regulations (FR) were agreed. Proposed PL Seconded JT. All in favour. Now the FR are agreed, they can be sent to the bank and the funds can be transferred. The budget can be decided once the extent of subscribers is known.
 - (e) Collection of subscriptions. The clerk agreed to provide a template for the subscriptions and ML will provide a covering letter.

- (f) Establishing contact with other stakeholders such as BDC & ECC etc. ML & PL will be the representatives for the EALC.
- (g) Notification of representatives on EALC, LHP, BDC Standards & CIF Panel. As per minutes 12 May 2021
- (h) Newsletter. It was agreed the clerk will produce the newsletter which will be overseen by ML.

2. **Agree agenda for Association meeting on 1st July at Braintree DC.** – All agreed that it should still be via Zoom. The clerk agreed to put the agenda together in the following format: Guest speaker, Finance reports, Committee reports, Information sharing.
3. **Consider and adopt essential policy documents (FR, GDPR, Privacy).** As the only data that will be help is in the public domain, it was agreed that only a GDPR and the FR's were needed. PR agreed to prepare a GDPR policy.
4. **Agree topics for working groups.** It was agreed that topics would be led by the demand of the members. Ideas for future guest speakers were Cllr Kevin Bentley Leader of ECC, BDC Chief Executive Andy Wright, BDC Climate Emergency team, Chairman & CEO of EALC Peter Davey & Charlene Slade, Sonia Church, LHP Highways Liaison Manager.

Philip Rawlinson and Ann Hooks gave their apologies for not be able to attend the meeting on 1st July 2021.

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

The meeting closed at 20.10pm