

MINUTES FOR BALC EXECUTIVE COMMITTEE MEETING

Wednesday 12th May 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; Kerry Barnes Steeple Bumpstead (joined the meeting at 19:47); Petra Palfreyman Clerk

Apologies:

Philip Rawlinson Gt Yeldham

1 Welcome and Introductions

Martin welcomed everyone and said he hoped it would not be too long before we could all meet in person.

2 Administration

2.1 To organise appointment of a clerk.

It was agreed to engage a clerk to work 15 hours per meeting (4 BALC meetings), with a budget of approx. £1000 per year, including an hourly rate and expenses but not including a pension. This does not include clerking for the Executive Committee. The clerk would be responsible for their own income tax and national insurance. PL will put together a job description to advertise via the EALC. PL & MLe will conduct sift and the interviews.

2.2 To arrange a domain name (balc.gov.uk), website, Facebook page and email address.

An email address is already in use (balc.clerk@outlook.com) and the Clerk will arrange for a domain name to be set up as **balc.gov.uk**. PL will liaise with his Parish Clerk for assistance with Facebook. PL will talk to the Kelvedon and Feering clerk about setting up a Facebook group.

2.3 To open a Zoom account.

It was agreed existing Zoom accounts could be used while the Association is starting up.

2.4 To open a bank account and close former accounts.

Following discussion, it was agreed to close the Barclays Bank account and transfer the existing funds of approx. £800 to Unity Trust Bank. Proposed – PL Seconded – JT All in favour.

2.5 To make arrangements for collecting subscriptions.

Following discussion, it was agreed the clerk would administer the subscriptions.

Proposed – DG Seconded – MLa All in favour

2.6 To arrange for accounting records and an examiner.

It was agreed that the accounting records would be prepared by the clerk could be checked by an existing RFO from another council.

2.7 To arrange appointment of a Treasurer and a Secretary as additional Officers.

It was agreed that this would be part of the clerk's role.

2.8 To consider a budget of income and expenditure.

Subscriptions will be £40 for all parishes and towns regardless of size, for the first year.

The BALC financial and membership year will start on 1 April each year.

Expenditure would be limited to meeting expenses and clerks' fees/expenses.

Proposed – MLe Seconded – JT All in favour

2.9 To consider liaison with the District and County Councils

The committee discussed that contacts would be needed at Braintree District Council and Essex County Council, to advise them the start up of the new BALC and the commitment to work with those organisations. MLe agreed to write a letter to both councils for the clerk to issue.

3 External appointments

3.1 To arrange for 2 representatives to serve on the EALC.

MLe agreed to represent BALC at the EALC Proposed DG Seconded – PL All in favour

PL agreed to represent BALC at the EALC Proposed PG Seconded – JT All in favour

3.2 To arrange for 4 representatives to serve on the Braintree District Local Highways Panel.

The following members had previously volunteered for this role:

Philip Rawlinson

John Bendall

Susan Simpson

Dave Gronland also volunteered for this role at this meeting.

Proposed – MLe Seconded - JT All in favour

3.3 To arrange for 2 non-voting representatives to support BDC's Standards Sub Committee

MLa and JT volunteered for this role.

Proposed – MLe Seconded – PG All in favour

The clerk will find out if an automatic seat on the CIF panel will be granted to BALC and if so, JT volunteered for the position.

4 Governance - to draft basic policies to meet legal requirements (data protection, privacy, standing orders/regulations, day-to-day delegations, complaints)

Following discussion, it was agreed that a Privacy Policy, GDPR and other policies would need to be considered by the Clerk.

5 Meetings

5.1 To agree dates for meetings of the Executive Committee in 2021-22 (suggested alternate months)

The following dates were agreed:

9 June 2021

16 September 2021

6 January 2022

17 March 2022

The Executive Committee meetings will be by Zoom.

5.2 To agree dates and locations for meetings of the Association in 2021-22 (suggested quarterly)

The following dates were agreed:

Date	Venue
1 July 2021	Braintree DC
7 October 2021	Steeple Bumpstead
27 January 2022	TBA (possibly Witham)
7 April 2022	Braintree DC

All venues will need suitable WIFI and monitor/TV screen to allow for members to join by Zoom.

5.3 To agree a date and location for the Association's Annual meeting in 2021-22 (suggested May 2022)

Date	Venue
7 April 2022 (as above)	Braintree DC

6 Membership

6.1 To consider how to recruit a full membership.

6.2 To consider need for local groups of our member councils.

6.3 To arrange for a regular Newsletter.

All councils within the Braintree district will be advised about the new BALC, meeting dates, and benefits of membership. BALC will be promoted at every opportunity by the Executive Committee with a view to increasing membership to 50% or more so that BALC has a stronger voice with ECC, BDC, the Police and other organisations. Contact will be made with the councils that expressed an interest but have not yet been involved. It is hoped that now BALC is properly constituted, more councils will want to become members.

MLa agreed to write a newsletter explaining the benefits of membership. MLe & PL agreed to contact councils by telephone or attend council meetings to encourage them to join up.

7 To establish working groups including terms of reference.

Suggested topics might include:

- Local Plan policies and development control
- policing and community safety
- traffic and highways
- protecting the environment
- leisure and recreation
- business and jobs in the future
- making our voice heard

This item is carried forward to the next meeting.

8 Any other urgent business

- The clerk to get a list of councils that have not responded.
- The clerk to set up an email group for the Executive Committee.
- MLe to set up an Exec Committee WhatsApp group. All committee members to send contact details via the Clerk.

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

The meeting closed at 20.40pm