

# BRAINTREE ASSOCIATION OF LOCAL COUNCILS

*Supporting Parish and Town Councils in the District of Braintree*

*Chair: Cllr Martin Lee*

*Association Clerk: Kevin B. Money  
7 Roach Vale, Colchester, Essex. CO4 3YN  
email: [balc.clerk@gmail.com](mailto:balc.clerk@gmail.com)  
website: <https://e-voice.org.uk/balc/>*

Council Chairman,

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

**THURSDAY 4<sup>th</sup>. APRIL at 7pm via Zoom**

BALC is inviting you to a scheduled Zoom meeting.

Topic: BALC Executive meeting

Time: Apr 4, 2024 19:00 London

Join Zoom Meeting

<https://us02web.zoom.us/j/85967614557?pwd=dXFZZThINVM4T3FDVno4WDFzZmp4Zz09>

Meeting ID: 859 6761 4557

Passcode: 456896

Your Council's attendance or apology is invited via [balc.clerk@gmail.com](mailto:balc.clerk@gmail.com)

*KBMoney* - Kevin B. Money

Braintree Association of Local Councils Clerk – 28<sup>th</sup>. March 2024

## AGENDA

1. Apologies for absence
2. To confirm and agree the Minutes of the BALC meeting held on 3<sup>rd</sup>. January 2024
3. Meeting topic and guest speaker for next BALC Representatives Meeting on 17<sup>th</sup>. April 2024 to be arranged
4. To receive reports:
  - Finance report – To agree the payment to Kevin B. Money of £253.17p (Representing payment for the months of February, March & April 2024)
  - To receive the Bank Reconciliation to 31<sup>st</sup>. March 2024
  - Insurance policy umbrella from EALC – Cllr P. Lees
  - Local Highways Panel
  - BDC Standards Sub Committee
  - EALC Executive
5. Date of next executive meeting **THURSDAY 4<sup>th</sup>. JULY 2024** at 7pm via Zoom
6. Future Executive 2024 meeting dates: 03.10.24 at 7pm via Zoom

Association Clerk: Kevin B. Money  
7 Roach Vale, Colchester, Essex. CO4 3YN  
Tel: 07810781509

# BRAINTREE ASSOCIATION OF LOCAL COUNCILS

*Supporting Parish and Town Councils in the District of Braintree*

*Chair: Cllr Martin Lee*

*Association Clerk: Kevin B. Money  
7 Roach Vale, Colchester, Essex. CO4 3YN  
email: [balc.clerk@gmail.com](mailto:balc.clerk@gmail.com)  
website: <https://e-voice.org.uk/balc/>*

## MINUTES FOR BALC EXECUTIVE COMMITTEE MEETING

held on Wednesday 3<sup>rd</sup>. January 2024 at 7pm by Zoom.

Present: Cllrs M. Lee (Chairman), P. Lees (Vice-Chairman), P. Gentry, K. McDonald, J. Taylor & Kevin B. Money BALC Clerk

1. Apologies for absence were received from Kerry Barnes & Garry Warren
2. To confirm and agree the Minutes of the BALC meeting held on 4th. October 2023. With a couple of corrections in the minutes these were **All Agreed**
3. Meeting topic and guest speaker for next BALC Representatives Meeting on 17th. January 2024 – Dan Gascoyne CEO and Cherie Root Corporate Director from BDC and Cllr G. Butland Leader of BDC
4. To receive reports:
  - Finance report – To agree the payment to Kevin B. Money of £253.17p (Representing payment for the months of November, December 2023 and January 2024). Cllr M. Lee proposed and Cllr P. Lees seconded. **All Agreed**
  - To receive the Bank Reconciliation to 31st. December 2023. Cllr M. Lee proposed and Cllr J. Taylor seconded to accept the bank reconciliation. **All Agreed**
  - Insurance policy umbrella from EALC – Cllr P. Lees  
EALC have provided an insurance policy for Local Councils Associations. Aviva Insurance have quoted £96.00 per annum, covering everything that BALC require.  
Cllr M. Lee proposed accepting this quotation. Cllr P. Lees seconded. **All Agreed.**  
Cllr P. Lees is to contact the insurance company to start the policy. The Clerk to stop the DD to Close Brothers payment with immediate effect. Cllr P. Gentry asked if this policy covers everything BALC needs. Cllr P. Lees answered yes but would send out the policy document.
  - Local Highways Panel  
Cllr J. Taylor asked if BALC can be informed regarding their voting rights and the number of representatives allowed to attend the meetings.
    - BDC Standards Sub Committee - Nothing to report
    - EALC Executive  
Met in Nov '23 - Same Chairman and Vice-Chairman for the next year - More personnel being hired. More training is being set up - Bursary can be claimed with Councils with less than £25000 Precept. CIF funding is always over-subscribed - Emergency CIF fund is available – Any public body can claim s106 monies - Training in situ. Minimum of 11 Councillors are needed for this training to happen. These numbers can be made up of more than one Council. Councillor Bursary is now up and running
5. Date of next executive meeting WEDNESDAY 3<sup>rd</sup>. April 2024 at 7pm via Zoom
6. Future Executive 2024 meeting dates: 03.07.24: 02.10.24 at 7pm via Zoom

The Chairman then closed the meeting at 7.55pm and thanked everyone for attending.

Signed

**Martin Lee - Chairman**

3<sup>rd</sup>. April 2024

# KEVIN B. MONEY

7 Roach Vale, Colchester

Essex. CO4 3YN

Tel: 07810781509

Invoice to Braintree Association of Local Councils (BALC)  
c/o 7 Roach Vale  
Colchester  
Essex.  
CO4 3YN

Date 4th. April 2024

Invoice number: 86076

Date	Description	Amount
	<b>Working as a Association Clerk</b>	
February '24	Total 5 Hours @ £12 per hour	£ 60.00
	Office Expenses	£ 10.00
	Monthly Zoom licence	£ 14.39
March '24	Total 5 Hours @ £12 per hour	£ 60.00
	Office Expenses	£ 10.00
	Monthly Zoom licence	£ 14.39
April '24	Total 5 Hours @ £12 per hour	£ 60.00
	Office Expenses	£ 10.00
	Monthly Zoom licence	£ 14.39
	<b>Total:</b>	<b>£ 253.17</b>

DATE	CHQ No.	PAY IN REF.	REC	DESCRIPTION	CREDIT	DEBIT	BALANCE
				<b>Balance B/fwd as at 01.04.23</b>			<b>£ 262.94</b>
19.04.23	DD		R	Close Brothers - Insurance	£ -	£ 33.68	£ 229.26
19.05.23	DD		R	Close Brothers - Insurance	£ -	£ 33.68	£ 195.58
26.05.23	BACS		R	Kevin B. Money - Salary + Zoom + Office allowance Apr & May '23	£ -	£ 168.78	£ 26.80
31.05.23		BACS	R	Witham Town Council	£ 48.00	£ -	£ 74.80
07.06.23		BACS	R	Colne Engaine PC	£ 48.00	£ -	£ 122.80
08.06.23		BACS	R	White Colne PC	£ 48.00	£ -	£ 170.80
14.06.23		BACS	R	Halstead TC	£ 48.00	£ -	£ 218.80
		BACS	R	Great Yeldham PC	£ 48.00	£ -	£ 266.80
16.06.23	Chq	54	R	Rivenhall PC	£ 48.00	£ -	£ 314.80
		BACS	R	Stisted PC	£ 48.00	£ -	£ 362.80
19.06.23	DD		R	Close Brothers - Insurance	£ -	£ 33.68	£ 329.12
20.06.23		BACS	R	Coggeshall PC	£ 48.00	£ -	£ 377.12
17.06.23	Chq	55	R	Sible Hedingham PC	£ 48.00	£ -	£ 425.12
23.06.23		56	R	Silver End PC	£ 48.00	£ -	£ 473.12
		56	R	Cressing PC	£ 48.00	£ -	£ 521.12
		56	R	Gt. Bardfield PC	£ 48.00	£ -	£ 569.12
		BACS	R	Gosfield PC	£ 48.00	£ -	£ 617.12
26.06.23		BACS	R	Steeple Bumpstead PC	£ 48.00	£ -	£ 665.12
		BACS	R	Great Notley PC	£ 48.00	£ -	£ 713.12
28.06.23		BACS	R	Finchingfield PC	£ 48.00	£ -	£ 761.12
30.06.23	FEE		R	UTB - Service Charge	£ -	£ 18.00	£ 743.12
		BACS	R	Earls Colne PC	£ 48.00	£ -	£ 791.12
03.07.23		BACS	R	Shalford PC	£ 48.00	£ -	£ 839.12
04.07.23		57	R	White Notley & Faulkbourne PC	£ 48.00	£ -	£ 887.12
05.07.23	BACS		R	Kevin B. Money - Salary + Zoom + Office allowance June/ July '23	£ -	£ 168.78	£ 718.34
	BACS		R	Witham TC - May meeting cost	£ -	£ 24.00	£ 694.34
		BACS	R	Sturmer PC	£ 48.00	£ -	£ 742.34
12.07.23		BACS	R	Feering PC	£ 48.00	£ -	£ 790.34
14.07.23		BACS	R	Gestingthorpe PC	£ 48.00	£ -	£ 838.34
17.07.23		BACS	R	Greenstead Grn Hal. Rural PC	£ 48.00	£ -	£ 886.34
19.07.23	DD		R	Close Brothers - Insurance	£ -	£ 33.68	£ 852.66
24.07.23		58	R	Little Yeldham, Tilbury Juxta Clare & Ovington	£ 48.00	£ -	£ 900.66
21.07.23		BACS	R	Foxearth & Liston PC	£ 48.00	£ -	£ 948.66
31.07.23		BACS	R	Black Notley PC	£ 48.00	£ -	£ 996.66
04.08.23		BACS	R	Kelvedon PC	£ 48.00	£ -	£ 1,044.66
08.08.23		BACS	R	Rayne PC	£ 48.00	£ -	£ 1,092.66
21.08.23	DD		R	Close Brothers - Insurance	£ -	£ 33.68	£ 1,058.98
18.09.23	BACS		R	Witham TC - July meeting cost	£ -	£ 24.00	£ 1,034.98
19.09.23	DD		R	Close Brothers - Insurance	£ -	£ 33.68	£ 1,001.30
30.09.23	FEE		R	UTB - Service Charge	£ -	£ 18.00	£ 983.30
09.10.23	BACS		R	Kevin B. Money - Salary + Zoom + Office allowance Aug/Sept/Oct '23	£ -	£ 253.17	£ 730.13
17.10.23		BACS	R	Wethersfield PC	£ 48.00	£ -	£ 778.13
19.10.23	DD		R	Close Brothers - Insurance	£ -	£ 33.68	£ 744.45
08.11.23	BACS		R	Witham TC - October meeting cost	£ -	£ 24.00	£ 720.45
31.12.23	FEE		R	UTB - Service Charge	£ -	£ 18.00	£ 702.45
03.01.24	BACS		R	Kevin B. Money - Salary + Zoom + Office allowance Nov, Dec '23 & Jan '24	£ -	£ 253.17	£ 449.28





Braintree Association Of Local Councils

**Current T1**

60-83-01 • 20445195

Balance Available

£ **406.08** £ **406.08**

Balances are correct as of 09:38 on 28 Mar 2024.

↓ Date	Description	Paid in	Paid out	Balance
15/03/24	Direct Debit (ZURICH) • ZUR0000256556		-9.60	406.08
01/03/24	Direct Debit (ZURICH) • ZUR0000256556		-9.60	415.68
28/02/24	B/P to: Witham Town C • INV. 2023445		-24.00	425.28
04/01/24	B/P to: Kevin B Money • WAGES		-253.17	449.28
31/12/23	Service Charge		-18.00	702.45



**Payment Schedule:**

Your Direct Debit payments will be collected as below:

1st March 2024	£9.60
15th March 2024	£9.60
15th April 2024	£9.60
15th May 2024	£9.60
17th June 2024	£9.60
15th July 2024	£9.60
15th August 2024	£9.60
16th September 2024	£9.60
15th October 2024	£9.60
15th November 2024	£9.60

There are no fees associated with your direct debit instalment plan and should the amount, date or frequency of your Direct Debit instalments change, we will notify you at least 10 working days in advance.

Please ensure that there are sufficient cleared funds available in your nominated account to make your payments on the dates specified in your payment schedule.

Thank you for choosing Zurich.

Yours sincerely

Finance Department

Zurich Insurance

Tel: 0800 9179426

Email: [finance.team@uk.zurich.com](mailto:finance.team@uk.zurich.com)