

# CHELMSFORD ASSOCIATION OF LOCAL COUNCILS

Supporting Parish and Town Councils in the District of Chelmsford

*Chair: Cllr Bob Kilvington*

*Association Clerk: Louise Flavell email: [clerk.chelmsfordalc@gmail.com](mailto:clerk.chelmsfordalc@gmail.com)*

A meeting of the Committee of the Chelmsford Association of Local Councils is arranged for:

**Date:** Wednesday 2<sup>nd</sup> July 2025

**Time:** 6.00pm

**Via:** TEAMS meeting

Chair	Bob Kilvington
Vice Chair	Joe Parsad
Members	Karen Jones, Melanie Williamson, Karen Kuderovitch, Alan Roche, Margaret Bleet, Anton Shelupanov

## AGENDA

### 1. Apologies for absence

To receive and agree any apologies for absence.

### 2. Introductions

Members to briefly introduce themselves to the Committee.

### 3. Minutes of Meeting

To agree the minutes of the meeting held on 18th June 2025.

### 4. Membership

To note progress and agree further actions on membership to include:

- Contact Councils who sent apologies for absence.
- Contact all other councils that have not responded yet.
- Update councils that either said no or were undecided.
- Membership application form.

### 5. Bank Account

To update the committee on the opening of a CALC bank account and agree any further actions.

### 6. Email address

To update the committee on CALC email addresses.

## **7. Constitution**

To review the Constitution and agree any further actions and amendments including;

- Membership
- Voting structure and rights
- Representation
- Aims and Objectives

## **8. CALC Framework**

To review the drafted CALC Framework document and agree any actions.

## **9. EALC Executive Committee**

To agree representation at EALC Committee meetings.

## **10. Next CALC Members Meeting 15th October 2025**

To agree items for the agenda, ideas for discussion and a guest speaker.

To discuss and agree communication processes to encourage member engagement, networking, sharing information and use of social media.

To agree meeting formats and frequency.

## **11. Any other business**

An opportunity to raise matters for information.

## **12. Date of next Committee Meeting**

To agree a committee meeting date and time.