

CHELMSFORD ASSOCIATION OF LOCAL COUNCILS

Supporting Parish and Town Councils in the District of Chelmsford

Chair: Cllr Joe Parsad

Association Clerk: Louise Flavell email: clerk.chelmsfordalc@gmail.com

Clerk's Report October 2025 to September 2026

21st October 2026

The Clerk has continued to provide administrative support to the Association throughout the year, ensuring that meetings were properly convened and supported. This has included the preparation and circulation of agendas, attendance at meetings, production of minutes, maintenance of records, management of correspondence and updates to the Association website. The website has been kept up to date with meeting documentation to support transparency and accessibility for member councils.

Membership

Membership has remained strong, with 25 Parish and Town Councils participating in the Association during the reporting period. Membership renewal forms for 2026/27 will be distributed following the AGM.

The Association has continued to provide a valuable forum for member councils to share information, discuss matters of common interest, exchange best practice and receive updates on local government issues. The meetings have enabled councils to work collaboratively and maintain strong links across the Chelmsford district.

Member Meetings

- October 2025 (AGM)
- January 2026
- April 2026
- July 2026

Executive Committee Meetings

- 1st October 2025
- 18th February 2026
- 14th May 2026
- 11th June 2026
- 21st July 2026
- 12th August 2026
- 8th September 2026

As I step down from the role of Association Clerk, I would like to express my sincere thanks to everyone who has supported me. It has been a privilege to assist the

Association and support its successful re-establishment. I wish my successor the very best in the role and look forward to seeing the continued success of the Chelmsford Association of Local Councils in the future.